

NEVAEH WILLIAMS

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EDUCATION

Indiana University, Bloomington, IN
Luddy School of Informatics, Computing & Engineering
Bachelor of Science in Informatics
Cognate in Human-Centered Computing

August 2024

TECHNICAL SKILLS

Programming: Python, Java, PHP, MySQL
Platforms: Microsoft Windows, MacOS
Web Development: JavaScript, HTML5, Bootstrap 5
Miscellaneous: Adobe Illustrator, Microsoft Office, Procreate, Adobe InDesign, Adobe Photoshop

PROJECTS

Waste Warrior 08/2023 - 05/2024

- Designed a food waste tracking software intended for use by restaurant owners using a combination of PHP, MySQL, CSS, HTML5, and Bootstrap 5
- Integrated an API to ensure projected user needs were met
- Collaborated with three other team members via Github and virtual meetings

Melody's Music Makers 01/2023 - 05/2023

- Created software for a mock store that offered rental instruments and music lessons, allowing the owner to track rented instruments, payments, and scheduled lessons
- Worked with three other team members via Github and meetings, in-person and virtually
- Utilized a combination of HTML5, CSS, Bootstrap 5, MySQL, and PHP

WORK EXPERIENCE

McAlister's Deli, Indianapolis, IN 11/2022 - Present
Catering Coordinator

- Communicating effectively with all clients in a friendly, helpful, and timely manner
- Coordinating all aspects of order completion and managing a team of 5-8 people
- Managing time, ensuring timely delivery, and proper presentation
- Solving problems that arise by quickly analyzing the situation and efficiently making decisions to find a solution
- Developing enduring relationships with clients by fostering a welcoming, understanding, and personal atmosphere
- Utilizing graphic design skills to produce marketing solutions and miscellaneous signage for the company

Hourly Manager 05/2019 - 11/2022

- Developed inviting, proper customer service
- Exercised focus and attention to detail
- Participated and contributed to a team-friendly environment
- Practiced extreme, efficient multitasking
- Built ability to manage employees and delegate tasks
- Cultured ability to handle money accurately and precisely