

Nicole Ables

Relocating to Georgetown, TX
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LinkedIn: [linkedin.com/in/nicole-ables-5b2176306](https://www.linkedin.com/in/nicole-ables-5b2176306)

GitHub: github.com/nicoleables

Portfolio: nicolesportfolio.netlify.app

Profile

Customer Service and Order Support Specialist with 4+ years of experience in office assistance, client interaction, and support systems. I am skilled in web development, administrative operations, and streamlining communication processes. Proven ability to balance tech skills with customer service and adapt in fast-paced environments.

Technical Skills

Frontend: HTML, CSS, JavaScript, React, Bootstrap, Web APIs, jQuery, TypeScript, Responsive Design, JSX

Backend: Node.js, Express.js, SQL, NoSQL (MongoDB), MVC, OOP, ORM, REST APIs, MERN Stack

Tools: Git, GitHub, Microsoft Office Suite, Postman, VS Code

Soft Skills: Communication, Organization, Customer Support, Time Management, Problem-Solving Strong organizational skills, Excellent communication, Customer service expertise, Time management, Problem-solving abilities

Additional Skills: Proficient in Microsoft Office Suite (Word, Excel, PowerPoint),

Professional Experience

Wes-Tex Printing — Customer Service & Order Support Specialist (Oct 2024 – Present)

- Delivered high-quality support and resolved customer inquiries.
- Guided clients through product details, order tracking, and purchases.
- Partnered with internal teams to streamline processes and enhance satisfaction.

- Built websites for construction businesses and dog treat storefront.

Freelance Web Developer (2024 – Present)

- Developed branded, responsive websites with client collaboration.
- Integrated forms, modals, and APIs for seamless UX.

Hoffpauir Outdoor Superstore — Office Assistant (Feb 2023 – Present)

- Managed daily office communications and customer support.
- Processed invoices, managed supplies, and resolved client issues.

Babysitter / Caregiver (Oct 2023 – Oct 2024)

- Provided consistent and responsible childcare.
- Handled safety, scheduling, and conflict resolution.

City of Goldthwaite — Office Assistant (Seasonal, Jun 2021 – Aug 2021)

- Handled phone calls, filing, and departmental support.
- Maintained documentation systems and supported city departments.

Projects

Premier Exterior Construction — Full Stack Developer

GitHub: github.com/nicoleables/Premier-Exterior-Construction | Live: premierexterior-construction.netlify.app

- Built a custom site with modals, email integration, and client collaboration.
- Tools: HTML, CSS, JavaScript, APIs, modals

Gains Fitness — Front-End Developer

GitHub: github.com/Soulful0/Gym-Website | Live: soulful0.github.io

- Built a gym site with trainer profiles, maps, and a signup form.
- Tools: HTML, CSS Framework, APIs, modals

Education

University of Texas at Austin — Full Stack Coding Boot Camp (edX)

- Certificate in Full Stack Application Development (Aug 2024, 25.00 CEUs)

Texas Online Preparatory School — High School Diploma (Dec 2023)

The University of Texas at Austin
Center for Professional Education

has conferred a Certificate of Completion upon

Nicole Ables

in recognition of successful completion of


Coding Boot Camp Certificate Program

In Witness Whereof, this certificate has been duly issued
and the seal of the university affixed this day.

September 03, 2024



25.00 CEUs Awarded


Arthur B. Markman, Ph.D.
Senior Vice Provost for Academic Affairs
The University of Texas at Austin