

Nick Renteria

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SKILLS & PROFICIENCIES

- MS Office Suite
- Website Copywriting & Editing
- Newsletter Design
- Press Release Authorship
- Blog Authorship
- Social Media Management
- SEO Fundamentals for web development
- HTML5
- CSS3 - Sass/SCSS, Bootstrap, Responsive/Mobile-First Design
- ES6 (Javascript) - jQuery, Vue.js, AJAX, DOM Generation/Manipulation, Node.js, EJS, Express
- Git/Github (version control)
- Web Accessibility & WCAG basics

PROFESSIONAL EXPERIENCE

Self-Employed – Atlanta, GA & Fort Collins, CO

Freelance Web Developer – 04/2019 through PRESENT

- Working directly with small, local business owners to design and develop website content
- Coding websites from scratch with HTML, Vanilla Javascript (ES6), and CSS (Sass) including CSS-only icons
- Communicating regularly with clients through drafting process of different pages and features to determine how well they are aligning with clients' expectations

Poudre School District Department of Language, Culture & Equity – Fort Collins, CO

Department Tech I – 09/2018 through 01/2020

- Wrote copy and edited website for my department using Drupal CMS
- Daily data entry regarding student services, statuses and department funding, as well as intra-department IT troubleshooting
- Managed dept. resources such as district interpreters, interpretation equipment, and elementary ELD instruction kits
- Regularly participated in team meetings to increase collaboration and solve internal logistical problems

Iron Edison Battery Company – Denver, CO

Assistant to the CEO – 12/2016 through 02/2018

- Designed and wrote all company newsletters, press releases, guest blogs and social media posts, as well as website copy
- Garnered over 600,000 headline impressions for the company via press releases
- Managed advertising projects, both print and online
- Managed calendar of CEO, set meetings, coordinated with clients as well as corporate partners

Mathnasium of Aurora/Cherry Creek – Aurora, CO / Denver, CO

Center Director (Aurora) – 07/2014 through 08/2015 & *Assistant Center Director (Cherry Creek)* – 08/2016 through 07/2018

- Managed daily operations of after-school math tutoring center
- Delegated daily responsibilities to employees
- Created and organized lesson materials for +80 students and maintained communication with parents regarding student progress
- Conducted both scheduled and walk-in meetings with parents of potential students about program pricing, lesson scheduling, and overall layout of instruction

Denver Public Schools, Blueprint Schools Network – Denver, CO

Denver Math Fellow/Americorps Service Member – 05/2015 through 08/2016

- Taught Algebra in small groups; created Common Core-aligned lesson plans; monitored behavior of students in class
- Communicated regularly with parents about student performance, behavior, progress, and upcoming school events
- Counseled students in coursework, college planning, and personal reflection
- Participated in Professional Development sessions; conducted grade and performance-centered data analysis regularly utilizing Microsoft Office Suite, particularly Excel

EDUCATION

University of Colorado at Denver College of Liberal Arts and Sciences (CLAS) – 08/2012 through 05/2014

- Graduated Summa Cum Laude with a Bachelor of Arts in English and a Minor in mathematics, and a GPA of 3.86 – 05/2014
- Named to CLAS Dean's List for five consecutive semesters

Online Coding Coursework – 02/2018 through PRESENT

- Completed Team Treehouse tracks on Web Design and Front End Web Development
- Completed Udemy courses on Full Stack Web Development and Vue.js