

# Susan Wiens

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## Summary

- Knowledgeable, bilingual, software developer who works well under pressure and consistently meets deadlines all while maintaining clear communication.

## Skills

- React js, Javascript, HTML, CSS, Client Communication, Customer Service, Works well on a team, Bilingual: Fluent in spanish and english

## Technical Experience

### **STUDENT | NASHVILLE SOFTWARE SCHOOL | 09/2020 - 03/ 2021**

- Built, designed and architected an application to track a user's drinking that calculates B.A.C using React JS, CSS and Json Server
  - <https://github.com/swiens/d-limit>
- Worked on mock animal clinic using React JS
- Worked with a team to design and build a mock social media application using event driven Javascript, HTML and CSS

## Professional Experience

### **CRESTMARK BANK- FRANKLIN, TN**

#### **LEGAL COMPLIANCE ADMINISTRATIVE ASSISTANT | 02/2017 - 01/2019**

- Write, verify and amend purchase agreements
- Verify clients maintain a healthy standing with the IRS
- Complete IRS tax forms for clients

#### **INVOICE ANALYST | 05/2016 - 02/2017**

- Enter Invoices for purchase consideration
- Sorting and distributing of daily mail
- Create credit requests for any new debtors or debtors over the limit

### **EL SAN JUAN RESORT - SAN JUAN, PR**

#### **FRONT DESK AGENT | 06/2013 - 03/2016**

- Customer Service: in charge of customer's registration quality assurance
- Responsible for performing credit checks as well as cash handling protocols in compliance with the company policies and procedures
- Supported front office management on operational situations and corporate clients

## **Education**

**FULL STACK DEVELOPER | 2021 | NASHVILLE SOFTWARE SCHOOL**

**BBA. ACCOUNTING | 2019 | INTERAMERICAN UNIVERSITY OF PUERTO RICO**