Susan Wiens

787-236-8261 | susanmichellewiens@gmail.com | github.com/swiens |linkedin.com/in/susanmichellewiens

Summary

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

Skills

- React js, Python, 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, Python, CSS and Django
  - https://github.com/swiens/d-limit-backend
  - https://github.com/swiens/d-limit-frontend
- 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