

# Olivia Elliott

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LinkedIn: \_\_\_\_\_ | GitHub: \_\_\_\_\_ | Portfolio: \_\_\_\_\_

Full Stack Web Developer with a background in Cultural Anthropology and life-long dedication and desire for learning. Effective at combining creativity and problem solving to develop user-friendly applications. Known for high communication skills, attention to detail, a quick mind, flexibility with changing schemas, and an ability to think outside of the box to find solutions to problems.  
A hard worker that commits to a job with the desire to see the company prosper.

## Technical Skills

Frontend: HTML5, CSS, JQuery, Javascript, Bootstrap, Chakra-UI

Backend: MySQL, MongoDB, Express, ReactJS, Node, Handlebars, Webpack, PWAs, REST APIs

Paradigms: MVC, ORM, OOP

## Step 2

Decide what order to arrange the following sections to ensure they highlight your most relevant background first.

**Hint:** They are in the recommended order for most boot camp students with no prior experience.

## Projects

**Project Name** | Repo | Deployed

*Role in Project*

- 1-liner - What does the app do?
- 1-2 sentences on what the project accomplishes and your responsibilities
- Tools/Languages:

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*Role in Project*

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## Pro Tip

If you have past relevant work experience prior to your most recent role and would like that role to be featured first in your work experience section do the following:

1. Create two work experience sections - 'Relevant Work Experience' and 'Additional Work Experience'

2. Under the relevant section include bullet points describing your accomplishments, etc and under the additional section reduce the number of bullets or do not include bullet points.

## Work Experience

### The Care Collective

February 2021 - Present

Wellness Manager

Boone, NC

- Oversee all front end and back end aspects to the business, including but not limited to: wholesale operations, scheduling, inventory, managing a team of four employees, one-on-one meetings, sales, marketing
- Began as an employee and quickly moved up to be a main contributor and manager of the wellness space
- The work has allowed me to sharpen my skills in multitasking, management, communication skills, client relations

### Company Name

Month Year - Month Year

Job title

City, State/Province

- *Start with a strong adjective + include: accomplishments, metrics, awards, and/or process improvements*
- *Start with a strong adjective + include: accomplishments, metrics, awards, and/or process improvements*

## Education

Appalachian State University

Bachelors of Science | 2019

Major in Cultural Anthropology (:Social Practice & Sustainability)

Minor in Spanish

Minor in Sustainable Development

Senior Honors Award for Applied Anthropology

UNC Chapel Hill Full Stack Development Bootcamp

September | 2022

Full Stack Web Development Certificate

## Step 3

### 6 month internship in Guatemala

#### Indigenous Women's cooperative

**Always make effort to Complete things to the best of my ability**

**If I'm not familiar with a concept I know that I can learn it with the understanding I have now**

If you have gaps in the experience over 6 months within the past 10 years and would like to highlight what you were up to during that time, you can include the following topics: volunteer roles, a booklist, conferences attended, and awards received.

Whether you have a gap or not, any additional sections or topics on your resume should always directly relate to your relevant experience/skills for the roles you are applying to.

## Company and Role Tailoring Notes

### Tasks

Include the job title

Possible Resume Sections: Summary, Projects, and/or Experience

Resume Notes

- Job Title -

Pull your skills from the job description

Tech Skills Examples: HTML, Python, Javascript, etc.

Non-tech Skills Examples: Communication, teamwork, organization, etc.

Your Research Notes

- Tech Skills -
- Non-Tech Skills -

Find common keywords in the job description

1. Select and copy text from the description.
2. Paste selected text into a text box to generate a word cloud using [www.tocloud.com](http://www.tocloud.com).
3. Include keywords enlarged by the word cloud or listed as frequently used.

Your Research Notes

- Keywords -

Research the company

Facts: Mission, Culture, Products, Brand, etc

What about the company appeals to you?

Your Research Notes

- Facts -
- Company Appeal -