

RACHEL AMOS

Phone: 281-543-2310 | Email: rachelamos35@gmail.com | Austin, TX 78736
LinkedIn: [/rachel-amos](https://www.linkedin.com/in/rachel-amos) | Portfolio: rachelamos.github.io/portfolio | Github: [/rachelamos](https://github.com/rachelamos)

Full Stack Web Developer with a background in writing, project management, and logistics.
Passionate learner and effective communicator with a knack for pushing projects to completion.
Reputation for upbeat personality and always being a team player.

TECHNICAL SKILLS

Languages: HTML5, CSS3, JavaScript ES6+

Applications: GitHub

Tools: Query, Bootstrap

Projects

Vacation Planner | github.com/damiandeleon/vacation_planner | damiandeleon.github.io/vacation_planner

- Summary: A tool to help the indecisive plan their perfect vacation around location, food, and weather.
- Role: Front end developer
- Tools: HTML, CSS, JavaScript, Bulma, Open Weather API, Zomato API

Password Generator | github.com/rachelamos/password-generator | rachelamos.github.io/password-generator

- Summary: Application that allows user to generate random passwords based on criteria they select
- Role: Sole author
- Tools: HTML, CSS, JavaScript, Bootstrap

Work Day Planner | github.com/rachelamos/workDayPlanner | rachelamos.github.io/workDayPlanner

- Summary: A simple calendar tool that allows a user to save events for every hour of the workday.
- Role: Sole Author
- Tools: HTML, CSS, JavaScript, Bootstrap, Moment.js, jQuery

EXPERIENCE

HHS, LLC

Logistics Coordinator

2019-Present

Dripping Springs, TX

Coordinate travel logistics for company with over 16,000 employees. Requires clear communication between staff, third-party booking agencies, and constant problem solving as travel needs quickly adjust.

- Employee of the Month in March 2020 for excellent service and adaptability in the midst of the COVID-19 pandemic

- Manage all communication between employees, hotels, airlines, rental car agencies, third-party booking agencies, and HHS.
- Expand and streamline corporate support across all site startups.

**Austin Stone Community Church
Curriculum Associate**

**2012-2018
Austin, TX**

Developed and implemented curriculum for 1100 children across seven church campuses. Consistently created engaging written content while managing a team of volunteers to efficiently distribute supplies and instructions.

July 2017—July 2018

- Edited and created weekly curriculum for children of different ages, designed to engage and retain focus in different environments, as well as educate the children in line with organization's vision
- Coordinated with supervisor to cultivate innovative education techniques and implement into curriculum
- Delegated to curriculum coordinator management of material gathering and distribution for multiple church sites
- Oversaw and managed group of volunteers to distribute materials and maintain excellence while resourcing multiple church sites and balancing ministry budget

EDUCATION

Certificate, Full Stack Web Development — University of Texas, Austin, TX

Bachelor of Business Administration, Marketing — Mays School of Business, Texas A&M University, College Station, TX