



Samantha Weller

Full-Stack Web Development Student

PROFILE

I am currently a Full-Stack Web Development student learning: HTML, CSS, Javascript, Node.js, React.js, Angular, Python, Django, and more. I am seeking an entry-level web development position or internship.

As a recruiting specialist turned web developer, I bring a unique perspective and skill set to the table. With a passion for problem-solving and a natural curiosity for technology, I decided to pursue a career in web development and am excited to be on this journey.

Throughout my time in recruiting, I developed strong communication, project management, and interpersonal skills that have proven valuable in my transition to tech. I understand the importance of collaborating with team members, being detail-oriented, and delivering high-quality work on time.

EXPERIENCE

Havenly | Remote

RECRUITING SPECIALIST

May 2022 - Present

- Engage all inbound remote designer applicants as their first point of contact.
- Source qualified candidates, review resumes, and pre-screen candidates while efficiently moving the interview process forward.
- Processed over 2,700 applications in my first 6 months.
- Assist with Customer Experience recruiting by reviewing applications, conducting phone screens, and scheduling interviews with the hiring managers.
- Research and implement potential recruiting avenues by creating and maintaining job postings on external websites.
- Scheduling interviews across multiple time zones.
- Provide support on various projects as needed by the Recruiting and Human Resources/People Operations departments.
- Commitment to providing the very best candidate experience!

BARBRI | Remote

DIGITAL MARKETING CONSULTANT

Jan 2020 - April 2022

- Blog writing and content creation for the Law School Prep Course.
- Planning and executing social media and email marketing strategy.
- Setting up email workflows in Hubspot based on different personas.
- Website updates and edits through WordPress.
- Created graphics and videos for social media channels and website.
- Organizing webinars for professional development for students.
- Planning yearly calendar for the President of Law Preview including scheduled webinars/office hours, scholarship announcements, course promotions, and other important deadlines.
- Posting scholarship opportunities in our scholarship database.
- Executive assistance to the President of BARBRI Law Preview.

Crunch Fitness | Remote

OFFICE MANAGER

Feb 2016 - March 2019

- Processed payroll bonuses and commissions for over 150 employees.
- Verified hours and personal training sessions match employees' schedules.
- Submitted reimbursement and expense reports to Accounts Payable department.
- Assisted with application review and phone interview screening.
- Tracked supply inventory and purchased as needed.
- Scheduled & organized meetings and travel.
- Various administrative duties as needed.
- Executive assistance to owner of club.

UF Law School | Gainesville, FL

ADMINISTRATIVE ASSISTANT

Feb 2013 - Jan 2014

- Assisted with various student inquiries in the Career Center
- Helped students improve their resumes and cover letters to better their chances of being invited to interview with top law firms
- Edited weekly "Navigator" (newsletter for law students)
- Arranged teleconference interviews
- Posted job opportunities in the Symplicity system on behalf of employers
- Provided assistance for On-Campus Recruiting events and organization
- Performed general administrative duties (set up appointments, handled multiple phone lines, data entry, etc.)

CONTACT

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🌐 www.linkedin.com/in/sammy-weller/

🌐 www.sammyweller.com

EDUCATION

Expected October 2023

**FULL-STACK WEB DEVELOPMENT
CERTIFICATE**
CareerFoundry

Awarded June 2022

**DIVERSITY, EQUITY AND
INCLUSION IN THE WORKPLACE
CERTIFICATE**
University of South Florida

Awarded December 2015

B.S. BUSINESS ADMINISTRATION
University of Florida

SKILLS

HTML

CSS

Wordpress

Hubspot

Greenhouse ATS

Google Suite

Payroll

Canva

Blog writing

Digital marketing

Recruiting

Start-up experience