Sharon Romero

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Albuquerque, NM

SUMMARY

Highly organized full-stack web developer seeking employment that will allow me to produce high-quality web projects while utilizing my 11+ years of experience working on teams and my 2.5 month fully-immersed web development experience.

WEB DEVELOPMENT SKILLS

- **HTML, CSS, JavaScript, Angular & Node, mySQL, PHP, jQuery Form Validation, GitHub, PHPStorm, knowledge of version control**

RECENT EXPERIENCE

Training Coordinator/Manager
Polar Electro Inc., Albuquerque, NM (2007-2018)

- Created, renewed, and updated customers' website licenses
- Created and updated material for various company websites, trainings, and marketing
- Worked closely with colleagues in New York and Finland offices in designing and implementing company-wide processes and procedures for website licenses, trainings, and customer support service center
- Proficiently managed a group of 20+ trainers and scheduled, organized, and tracked 100+ trainings and workshops provided throughout the United States
- Processed and reviewed contractor contracts, expense reports, and contractor fees

Administrative Assistant
Excel Staffing Companies, Albuquerque, NM (2006-2007)

- Reviewed company contracts for items such as contract agreement conditions and upcoming deadlines
- Distributed contracts to various Presbyterian Healthcare Services' departments and maintained contract files
- Updated member information in 1,000+ member database
- Created various documents in computer programs including but not limited to Excel and Microsoft Word
- Checked employee timesheets and entered them into QuickBooks

Operations Coordinator *(2002-2006),* **Administrative Assistant** *(1999-2002)*
YWCA Middle Rio Grande, Albuquerque, NM

- Tracked program budgets
- Updated the program website
- Created and updated inventory database in Microsoft Access

- Processed reports for the State of New Mexico and City of Albuquerque
- Created the monthly program newsletter, created and presented parenting workshops, and created and compiled workshop materials

EDUCATION

- **Full Stack Web Development Bootcamp -** *CNM Ingenuity, Deep Dive Coding*
- **M.A., Recreation -** *The University of New Mexico (1999)*
- **B.A., Journalism and Mass Communication -** *The University of New Mexico (1997)*