

# Sharon Romero

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Albuquerque, NM

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## 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)*

- Proficiently managed a group of 20+ trainers and scheduled, organized, and tracked 100+ trainings and workshops provided throughout the United States
- Tracked and maintained budget information and training and workshop information
- Prepared, updated, reviewed, and maintained contractor contracts
- Processed and reviewed expense reports and contractor fees
- Utilized various company software programs including but not limited to customer management relationship software and enterprise application software programs
- Created and updated material for various company websites, trainings, and marketing
- Communicate daily with numerous customers located throughout the United States
- Created, renewed, and updated customers' website licenses
- 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
- Entered company orders into SAP software

### **Administrative Assistant**

*Excel Staffing Companies, Albuquerque, NM (2006-2007)*

- Placed in various temporary assignments with companies such as Presbyterian Healthcare Services, Ktech Corporation, and American Staff Augmentation Providers
- Reviewed company contracts for items such as contract agreement conditions and upcoming deadlines
- Distributed contracts to various departments within the organization and maintained contract files
- Updated 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

- Performed various office duties such as answering phones, making copies, and sorting and distributing mail

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

- Reviewed and processed check requests employee timesheets, and petty cash
- Processed reports for the State of New Mexico and City of Albuquerque
- Tracked program budgets
- Prepared the program newsletter, created and presented parenting workshops, and updated the program website
- Contacted various vendors regarding billing and contractual errors
- Reserved company cars and conference rooms
- Registered participants for various workshops, created and compiled workshop materials
- Tracked and reviewed new program members' paperwork
- Tracked and maintained office inventory
- Performed various office functions such as answering phones, sorting through and delivering mail, assisting the public, taking meeting minutes, making copies, ordering supplies

**EDUCATION**

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