Savahna Lavetts

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# Objective

Recent graduate and self-taught developer looking for a product manager opportunity to create products that increase efficiency and growth, and create a better user experience

# Education

## BACHELOR OF ARTS | march 2022 | University of California Irvine

* Major: Psychology

## aSSOCIATE OF ARTS | SANTA MONICA COLLEGE

* Major: Liberal Arts: Psychology

# Experience

## personal assistant | TAOPATCH/ upgrade biotech | NOV 2020-JAN 2022

* Consulted on new upcoming product developments
* Designed new virtual program with team for increased customer usability by migrating pdf instructions to a new interactive program, that includes self-assessment questions for a more personalized care
* Collaborated with team to move product into a more automated shipping service to increase revenue and increase turnaround time
* Managed inventory and sales to log revenue and profit
* Led team on new product distribution plans while boss was overseas
* Increased customer satisfaction by collaborating with team on a 2-year warranty program with 100% no worry refund guarantee

## personal assistant | vitaleco | jan 2021-april 2021

* Launched sustainable brand that specializes in vegan natural fiber
* Managed hands-on product distribution for small retail start-up

**BOOKKEEPER | FAIRFAX HOMECARE SERVICES | SEPT 2019-DEC 2020**

* Recorded records of income, profits, and expenses
* Reconciled bank statements/transactions
* Reconciled credit card statements/transactions
* Constantly updated bank and credit card transactions for accuracy while preparing it to be tax oriented in QuickBooks Intuit.
* Prepared payroll by calculating salary per month and had it distributed in a timely manner

# Technical Skills

## html/css/javascript/sql

* Self-taught basic Web Development
* Self-taught database management language for data analysis