

Bernie McKnight

Junior Web Developer

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(614) 321-9238
sissyhanks@yahoo.com

Skills

HTML

CSS

JavaScript

jQuery

Git

Full stack coding boot camp student eager to apply skills honed in the support of small business operations to the field of website development.

Yoga on High / Administrative Assistant

OCTOBER 2007- SEPTEMBER 2014, COLUMBUS

Supported the execution of yoga classes, workshops, and other events by

- maintaining event listings in scheduling software and on the studio website
- communicating details to and addressing concerns of students
- collaborating with internal and external teams to ensure all materials were prepared and present at the event time

Sales One Realty / Office Assistant

March 2000 - MAY 2005, COLUMBUS

Worked closely with landlords to identify suitable rental applicants.

Guided tenants through the rental process.

Maintained leasing documents and organized tenant communication.

Designed and executed processes to streamline repetitive tasks.