Sandra Smith

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PROFESSIONAL SUMMARY

Full Stack Web Developer with excellent interpersonal communication skills and collaborator who works well on team-based projects as well as independently. Recognized for proven complex problem-solving abilities to contribute effectively as a part of a fast-paced, quality-driven team. Leveraging a background in management, customer relationship, contracts/negotiations, B2B sales management, retail management, human resources management, photographing and graphic design.

TECHNICAL SKILLS

Node.Js., Express, JavaScript, jQuery, React.js, JSX, GIT, GitHub, MongoDB, MySQL, Mongoose, Handlebars, HTML5, CSS3, Bootstrap, APIs, Heroku, Terminal, AJAX, Restful API, ES6, React Hooks, JSON, Firebase, Photoshop, Lightroom, Microsoft Office Suite, PeopleSoft/Oracle, OnDemand, and Project Management

RELEVANT EXPERIENCE | PROJECTS

C-19 Travel Tracker | Full Stack Developer
An app that allows a user to look up the current covid-19 active cases per state and state details on restrictions.
- **Role**: Used jQuery AJAX method to make requests to server-side APIs. Created an HTML page for new user accounts and styled with CSS and utilized SQL libraries to post new user accounts. Implemented custom user avatar functionality and manipulated the DOM using JavaScript leveraging the DOM API.
- **Utilized**: MERN, HTML, AXIOS, Bootstrap, JSX

Cosmic Cocktails | Full Stack Developer
An app where the user can search for a cocktail recipe of a specific cocktail, by letter or by ingredient.
- **Role:** Created HTML page styled with CSS to add search queried recipe cards with bootstrap effects. Made a persistent user favorites functionality to save recipes and to preview ingredients lists. Helped to style the app and its responsive properties.
- **Utilized**: NodeJs, JSON, Materialize, Javascript, Heroku, Bootstrap, HTML and CSS

PROFESSIONAL EXPERIENCE

Marriott International, Inc.; Louisville, TN   2018 – 2020
Sr Administrative Assistant
Support to SVP, 5-VPs and staff of 50+ associates. Travel/Expense coordination and management, Human Resources support documentation and payroll, AP processing, event coordination and planning/contract negotiation domestically/internationally.
- Successfully resolved a high-level at-risk issue of data information for Banking & Cash Mgmt department. Moved 10 years of data to an iCloud SharePoint, secure and reduced latency. Retired an old database by creating a new database using Access. Both were UI tested, and seamless transfer.
- Managed the cleanup of 300+ assets, disposing of out of warranty assets securely, per company policy. Collaborated with preferred vendor and received revenue for 98% of disposed assets.

Accenture, LLC; Louisville, TN   2010-2018
Executive Assistant
Support to BAL (Business Account Lead) for major hospitality account, 14 Sr Managers, and 180 associates. Managed and coordinated the following: HR documentation and tracking, AP/AR, Payroll, event coordinating and management domestically/internationally, processed international travel documentation for 20+ clients twice a year, and coordinated meeting materials.
- Improved process of annual DR testing for client software.
- Created an effective way to track and to compare billing on departmental real estate charges. This saved the department $600 and more a month in erroneous billing.

Verizon Wireless; Knoxville, TN   2008-2011
B2B Sales Representative
Worked with following verticals: Medical, Beverage industries and Federal departments County and City. Worked directly with Contracts Team.
- Cultivated locally based office of PepsiCola company to gain sales for smartphones for their Sales Reps, and location-based sales for their trucks. Gained 60% of PepsiCola business in Knoxville area.
- After losing my entire team, at risk to lose all 100 accounts assigned. Retained 100% of all accounts through strengthening customer relationships, which led to increased sales.

Verizon Wireless; Melborne, FL   2006-2008
Data Sales Management Consultant
Responsible for reviewing and coordinating management product training and goals for all Corporate stores for two districts and worked side by side with Consultants for Authorized Dealers.
- Working with Authorized Dealers Associates and Consultants, increased productivity, and sales revenue by 50%.
- Working with both District Managers, Store Managers and Store Associates, increased productivity, and sales revenue by 80% - 100%.

Photography Business; Maryville, TN   1994 - 2015
Photographic Wedding Artist
Successfully operated a photography business, specializing in Wedding Photography. Coordinated and managed all facets of the business from the (front) client-facing to the (back) operations (Marketing, Graphic Design, Office Mgmt, Networking, etc…). Software: Adobe Photoshop, Lightroom, Corel, CS Ordering, FX, and album design.
- During photography career won over 30 awards, in all four categories of print competition. Also, received international accolades for three years and work published internationally.

EDUCATION

Full Stack Web Development Certificate – Vanderbilt University; Nashville, NC | **2020**
A 24-week intensive boot camp program focused on gaining technical programming and market-driven skills.

Bachelor of Science in Business Management – Western Governors University; Salt Lake City, UT | **2019**
CompTIA Project+ - Western Governors University; Salt Lake City, UT **| Certified 2017**