

Sandra Smith

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PROFESSIONAL SUMMARY

Recent graduate of Vanderbilt University Coding Bootcamp/Full Stack Web Developer, and recent graduate with Bachelor of Science in Business Management. Past roles involved me in Human Resources department, assisting with recruiting and onboarding deadlines, utilizing excellent interpersonal communications 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

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

Core Competencies
Talent Acquisition

Web Development Highlights

Train Scheduler | Full Stack Developer | Demo: <https://slsmi285.github.io/Train-Station-Scheduler> |
Code: <https://github.com/slsmi285/Train-Station-Scheduler>

Purpose: Users enter train schedule times, this app is about creating relational database

- Creating a train schedule application that incorporates Firebase to host arrival and departure data. The app will retrieve and manipulate this information with Moment.js. This website will provide up-to-date information about various trains, namely their arrival times and how many minutes remain until they arrive at their station.
- **Technology:** Firebase, Momentjs, Nodejs, Javascript, Bootstrap, HTML, CSS

Cosmic Cocktails | Full Stack Developer | Demo: <https://cryptic-tundra-79116.herokuapp.com> |
Code: https://github.com/slsmi285/Project2_CosmicCocktails

Purpose: Search for a recipe for a drink cocktail by searching the cocktail's name or explore various recipes by entering a letter.

- Deployed on Heroku, Javascript application uses Materialize and Bootstrap libraries. Created a persistent user favorites functionality (using Passport and relational database, MySQL) to save recipes and to preview the ingredients' lists.
- **Technology:** Nodejs, JSON, Materialize, Javascript, Heroku, Bootstrap, HTML, CSS

PROFESSIONAL EXPERIENCE

Marriott International, Inc.; Louisville, TN

2018 – 2020

Sr Administrative Assistant

Exceeded expectations to an entire branch of Marriott Financial Services, meeting all deadlines, able to project manage assignments by priority, communicating to all key stakeholders in a timely manner, accurately submitting data (payroll, HR documentation, AP/AR), collaborating both internally and externally (event planning, locally and internationally) and able to work independently as needed. Ability to take on projects as requested:

- 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, secured 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, and in policy. Collaborated with preferred vendor and received revenue for 98% of disposed assets.

Accenture, LLC; Louisville, TN

2010-2018

Executive Assistant

Exceeded expectations for specific brand, major hospitality account, 180+ associates. Successfully managed calendars and travel for all high-level executives. Submitting accurately all data relating to HR documentation, payroll, and AR/AP. Successfully exceeded expectations on 3 annual client events held internationally, negotiating venue and contracts, planning all facets of visit, along with assisting on travel documentation. Managed all meeting materials, information, and deadlines. Successfully improved the following:

- Eliminated testing delays and client reporting for annual DR testing of client systems.
- Reduced delay in how associates were on/off-boarded, HR documentation and equipment readiness.
- Successfully streamlined a complex departmental real estate billing issue, on tracking and comparison of data. Saved \$600 plus a month in errors and created an accurate reporting structure.

Verizon Wireless; Knoxville, TN

2008-2011

B2B Sales Representative

Built successful relationship with various internal departments and clients, on both contracts and deliverables keeping on top of deadlines.

- Cultivated Knoxville based PepsiCo office. Gained 60% of PepsiCo business in Knoxville area.
- Retained 100% of all accounts (100 assigned accounts) through strengthening customer relationships, which led to a 20% increase in sales, after losing entire sales team and Supervisor.

ADDITIONAL EXPERIENCE

Verizon Wireless; Melbourne, FL/***Data Sales Management Consultant***

- Increased data revenue thru training management, associates, and other consultants.

Photographer, Self-Owned Company; Maryville, TN/***Photographic Wedding Artist***

- Met and exceeded business plan and goals. Awarded both locally and internationally in print competition. Successfully adapted to both trending hardware and software applications.

EDUCATION

Full Stack Web Development Certificate – Vanderbilt University; Nashville, TN | 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**