Sandra Smith

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linkedin.com/in/sandrasmithdev1548| Portfolio: https://slsmi285.github.io/mywebsite/

PROFESSIONAL SUMMARY

Recent graduate of Vanderbilt University Coding Bootcamp/Full Stack Web Developer. While attending bootcamp, I collaborated with a few classmates to assist with coding homework, encouraging their skill sets in the process.

My past roles have provided me strong skills in various areas, particularly in communication, where I supported various levels of management and associates in a fast-paced work environment. Critical to getting information to the right stakeholders and in the right form of communication on a timely manner. Strong communication and positive energy to assist team members by offering instructions on various processes that helped them to perform their roles.

Always offering a professional, positive demeaner to all individuals, no matter the circumstances.

TECHNICAL SKILLS

HTML, CSS, JavaScript, jQuery, Responsive Design, Bootstrap, Handlebars (templating/boilerplate framework), ReactJS, MongoDB, MySQL, Node, Express, ORMs, Git, GitHub, Heroku, API, JSON, Firebase, Momentjs, Materialize, Photoshop, SharePoint, Lightroom, Microsoft Office Suite, PeopleSoft/Oracle, OnDemand, and Project Management

Web Development Highlight

C-19 Tracker | Full Stack Developer | Demo: https://murmuring-hollows-32917.herokuapp.com/ |
Code: https://github.com/slsmi285/c19-tracker.git
Purpose: Pulling up to-date information on a current topic, Covid-19 and State specific protocols.
- Using MERN, deployed on Heroku, as people are traveling, this app allows the user to search conditions, what the current covid-19 levels are for a specific State, as well as to be informed on the protocols.
- **Technology**: MERN, HTML, CSS, Ajax, API

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

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

PROFESSIONAL EXPERIENCE

Marriott International, Inc.; Louisville, TN   2018 – 2020
Sr Administrative Assistant
Exceeded expectations to Marriott Business Services/Finance division, 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.
- Coordinated monthly employee engagement activities, as well as annual employee recognition.

Accenture, LLC; Louisville, TN   2010-2018
Executive Assistant
Performed above 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.
- Created and led an employee engagement program to improve morale and productivity.

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.
- Provided training to clients upon new products implemented.

ADDITIONAL EXPERIENCE

Verizon Wireless; Melborne, FL/*Data Sales Management Consultant*
- Increased data revenue thru training management, associates, and other consultants.
- Trained associates, using positive reinforcement and encouragement to increase knowledge, confidence and productivity that improved data sales revenue.

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**