

# Sandy Smith

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## SUMMARY

Looking for a role that will be a part of helping to improve processes and improve people's lives, with potential for continuing growth. I am a Full Stack Web Developer with a passion for coding. Full Stack certification was achieved from Vanderbilt University Coding Bootcamp. Currently as a Teaching Assistant and Senior Tutor for 2u, has continued my growth in web development, for both myself and my work with others, collaborating with various groups and individuals.

## TECHNOLOGIES

**FSF Web Development:** HTML, JavaScript, CSS Frameworks, Nodejs/Express, React, Databases (MySQL, MongoDB)

**Additionally:** SharePoint, MS Office Suite, GITHUB/GITLAB, Zoom, Adobe Lightroom, PeopleSoft/Oracle, Canvas LMS

## PROFESSIONAL EXPERIENCE

### edEX/2u

#### *Sr Tutor - FSF*

**2021 - current**

- Utilizing Pro Zoom account for remote one-on-one tutorial sessions, supporting Full Stack Web Development.
- Providing a safe environment where the student can work in a non-judgmental space to learn coding concepts and fundamentals.
- Teaching and collaborating with individuals of all levels and cultures, utilizing techniques and ways in which to express ideas, understanding, and thoughts in a very logical, clear and concise manner to help the students understand the coding language.
- Combining three roles: a) coding/technology teacher and tutor; b) mentor and advisor, helping with success strategies in the boot camp and beyond; and c) being my own administrator, managing my schedule, sessions and tracking logs.

### edEX/2u (Remote)

#### *Teaching Assistant*

**University North Carolina/Charlotte FSF Coding Bootcamp**

**Jan 2022 – current**

**University Central Florida FSF Coding Bootcamp**

**Dec 2021 – Nov 2022**

**John's Hopkins University FSF Coding Bootcamp**

**May 2021 – Nov 2021**

- Created an engaging, positive and inclusive learning environment with the students utilizing Pro Zoom.
- Explained complex topics to individuals with both a technical and non-technical background.
- Engaging the learner support experience by building community and enhancing relevance through drawing on experience as a bootcamp student and industry knowledge.
- Infused empathy, support, encouragement, and fun into the student's learning progression.
- Assisted instructor with class time management.
- Observed the class during code activities and projects to assist students (via Zoom).
- Researched and answered students' questions.
- Grade homework and group project assignments when applicable.

**Marriott International, Inc.****2018-2020*****Sr Administrative Assistant***

- Worked independently, prioritized, and managed various projects as assigned or identified to improve processes for the department, using skills acquired through project management certification. Managed day-to-day operations for Sr VP, Marriott Business Services. Collaborated with other divisions' top-level executives support team, coordinating meetings.
- Processed monthly Account Payables, both accurately and timely. Followed up on payments processed through Oracle/PeopleSoft. Onboarded new hires through HR System and work readiness process. Coordinated annual intern program, in leading the initialization to work readiness, and tracking their successes.
- Resolved a high-level at-risk issue of data information for Banking and Cash Mgmt. department. Migration of 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.
- Led and supervised 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****2010-2018*****Executive Assistant***

- Assisted Business Account Lead on day-to-day operations, collaborated with top executives' support teams both internally and with client. In charge of gathering documentation for various monthly meetings.
- Led and coordinated event planning for week-long client visits to international account sites. Assisted client executives with travel logistics and documentation.
- Improved the process of new hires for enterprise account, streamlining the delays for work readiness.
- Placed in charge of improving processes for the following: Disaster Recovery: Eliminated testing delays and client reporting for annual DR testing of client systems. Additionally, 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****2008-2011*****B2B Sales Representative***

- Built customer base through strong customer relationship skills, (i.e., Cultivating relationship with a local hard-to-get account, PepsiCo. Gained 60% of PepsiCo business in Knoxville area.) Retained 100% of all assigned accounts (90+) through strengthening customer relationships, which led to a 20% increase in sales, after losing entire sales team and Supervisor. Maintained contact after sales and offered training services.

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

- Created training program on data products and third-party software, using positive reinforcement and encouragement to increase knowledge and confidence, which improved data sales revenue with all levels of team members. Assisted in strategic planning with both District Managers and Store Managers to create team member success stories which then increased bottom line revenue.
- Top Consultant 8 months in a row. Requested by Authorized Dealers as preferred Consultant to attend their quarterly shows to share current knowledge of products and training.

**EDUCATION****Full Stack Web Development Certificate – Vanderbilt University**

*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****CompTIA Project+ - Western Governors University**