

SUCHETA MUKHERJEE

Glen Allen, VA

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LinkedIn: <https://www.linkedin.com/in/sucheta-mukherjee-07347b88> | **GitHub:**

<https://github.com/sucheta90> | **Portfolio:** <https://suchetasportfolio.netlify.app/>

SUMMARY

Web Developer with Full-Stack Expertise, adept at crafting visually engaging and responsive web interfaces utilizing Frontend technologies while also proficient in constructing dynamic web applications with Backend technologies.

TECHNICAL SKILLS

JavaScript ES6+, CSS3, HTML5, GitHub, MongoDB, MySQL, GraphQL, Express, React, Node, Handlebars, jQuery, Bootstrap

PROJECTS

Weather Dashboard | **GitHub:** https://github.com/sucheta90/weather_dashboard |

Link to Deployed Project: https://sucheta90.github.io/weather_dashboard/

- Obtain real time weather based on city name.
- This is a solo assignment and utilizes Third Party API calls to fetch weather data.
- Uses: jQuery, Html and Bootstrap

Streamly! | **GitHub:** <https://github.com/sucheta90/entertainment-finder> |

Link to Deployed Project : <https://sucheta90.github.io/entertainment-finder/>

- Assists in finding streaming platforms for movies and TV shows.
- This is group project. Responsibilities include Team Management, task assignments, application development.
- Uses: HTML, CSS, JavaScript, Local-storage, Third party API

BookItBash | **GitHub:** <https://github.com/sucheta90/BookItBash> |

Link to Deployed Project: <https://still-everglades-63170-224d574b2b5f.herokuapp.com/>

- A dedicated app designed to filter music concerts, book show tickets, and enable users to create accounts for saving their favorite events.
- This is a group project. Responsibility includes collaboration, debugging, app development.
- Uses: React, GraphQL, Apollo server, Express, MongoDB, Mongoose, JSON Web Token, Tailwind, Next UI and Heroku.

EXPERIENCE

Human Resources Assistant
Kalyan Hospitality

June 2021 – November 2021
Glen Allen, VA

As a Human Resources Assistant at Kalyan Hospitality, I played a pivotal role in supporting the HR department's daily operations, ensuring efficient record-keeping, and fostering a positive workplace culture.

Key Accomplishments:

- Provided crucial support for daily HR department operations, ensuring seamless workflow.
- Successfully managed the digitization and organization of employee paperwork in Paychex, enhancing record-keeping accuracy.
- Delivered valuable administrative assistance to the HR executive, enhancing departmental efficiency.
- Skillfully advertised job placements on Indeed, including candidate evaluation and daily resume submissions to relevant managers.
- Fostered a positive workplace culture by extending birthday and anniversary wishes to internal employees.

**Executive Assistant
Kalyan Hospitality**

June 2017 to November 2020
Glen Allen, VA

Key Responsibilities and Achievements:

- Offered extensive administrative support to company directors, overseeing bank transactions and maintaining organized document filing systems.
- Ensured a warm and professional reception for visitors and clients, contributing to a positive initial impression of the company.
- Proficiently created reports, letters, invoices, and spreadsheets using the Microsoft Office suite, enhancing communication and record-keeping.
- Effectively managed all email and phone communications with clients and vendors, facilitating smooth interactions and fostering strong relationships.

EDUCATION

Full Stack Web Development Certificate:

Southern Methodist University, TX

A 12-week intensive program focused on gaining technical programming skills in HTML5, CSS3, JavaScript, jQuery, Bootstrap, Node.js, MySQL, MongoDB, Express, Handelbars.js, and ReactJS.

Bachelor Of Business Administration:

Annamalai University, India