

TONY B. ALBACETE

CONTACT



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SKILLS

- Programming Languages: C#, .Net, HTML, CSS
- Strong Interpersonal and Communication Skills
- Performance Evaluation and Optimization
- Time Management and Organization
- Analytical Thinking and Problem Solving
- Process Improvement
- Source and Version Control: Git, GitHub
- Eagerness to Learn New Technologies

CERTIFICATIONS

- Advanced HTML5 and CSS3 Specialist - CIW

Looking to break ground in a new industry. Highly organized and efficient in fast-paced multitasking environments. Able to prioritize effectively to accomplish objectives with creativity, and enthusiasm. An effective leader, skilled in enlisting the support of all team members in aligning with project and organizational goals. Team player with a strong work ethic and a competitive focus on achieving results. Dedicated and enthusiastic about providing excellent service. Strong ambition to grow and learn as a way of providing value to the organization.

WORK HISTORY

July 2020 to January 2022

Service Technician BH Management – Carmel Landing Apartments, Carmel, IN

- Used problem-solving skills to alleviate issues efficiently with minimal supervision.
- Worked frequently with mechanical and plumbing systems to complete knowledgeable inspections and skilled repairs.
- Acts as point person to resolve resident issues due to previous leadership and customer service experience.
- Assisted Service Manager in ensuring over 90% of service requests are completed within 48 hours.
- Serviced Heating/Cooling equipment for expedient repair and minimal downtime.

October 2018 to July 2020

Assistant Community Manager BH Management, Carmel Landing Apartments, Carmel, IN

- Streamlined operations by communicating efficiently with residents and upper management, keeping meticulous records, budget management and internal collaboration.
- Conducted move-out inspections to ensure proper charges and to assess condition of the apartment
- Improved monthly delinquency collections with 11 of 12 months in 2019 showing YOY improvement
- Assisted Maintenance team performing general maintenance as needed when staffing issues occurred
- Handled all tenant logistics and leases and effectively scheduled appointments, showings, move-ins and move-outs.
- Evaluated property conditions and recommended improvements.

November 2017 to October 2018

Assistant Store Manager DICK's Sporting Goods, Indianapolis, IN

- Promoted professional growth and facilitated talent development of each associate to drive performance excellence.
- Managed store e-commerce business including the maintenance of accurate order processing and timely fulfillment to ensure customer orders are sent out on time

- Facilitated a company-wide strategic change towards operationally-focused scheduling and building management
- Function as Onboarding Manager encompassing interviewing, hiring, onboarding, and training processes
- Managed opening and closing procedures and recommended changes to enhance efficiency of daily activities.
- Applied performance data to evaluate and improve operations, target current business conditions and forecast needs.

EDUCATION

Bachelor of Arts Psychology

IUPUI, Indianapolis, IN

- 3.78 GPA
- Dean's List Spring and Fall 2016
- Psi Chi - International Honor's Society for Psychology Majors Member
- Capstone Project: A Comprehensive Solution to Lack of Motivation in the Workplace, Led Project Team and Organized Content and Research

Expected in April 2022

Software Development Certification Full Stack Software Development - .NET

Eleven Fifty Academy, Indianapolis, Indiana

- Coding Boot Camp consisting of foundational knowledge of HTML/CSS /C#/Javascript and Immersion
- Immersion course covering Full Stack Software Development using C# and .NET framework
- Designed and developed functional websites, console applications and software programs