

Tina Armstead

Full Stack
Developer

Objective

Actively searching for a position in development where I can expand on the skills I've gained through formal education and personal study. I intend to continue my growth as a developer and hope to find employment in an environment that values team oriented development.

Experience

Airbnb / Host - Self-employed

June 2013- Present / Philadelphia, PA & Cambridge, MA

Hosting between 4-12 listings allows me to stay sharp organizationally while coordinating several aspects of each reservation including accounting, strong communication with guests, and solving any issues that arise with the homes or guests. Additionally my love for design is utilized in preparing/decorating each room.

Dahlak Paradise/ Bartender

May 2018 - Present / Philadelphia, PA

Ethiopian & Eritrean Bar and Restaurant where I serve a diverse customer base. The fast paced environment requires quick problem solving skills and a high level of organization. In such a vibrant and loud environment, strong communication with customers and staff is necessary and my ability to diffuse any conflict that may arise is a valuable skill.

City Year/ Executive Assistant to Chief Executive Officer

March 2017 - May 2018 / Boston, MA

Serving as the Assistant to the CEO of City Year requires fast thinking and excellent organization skills. My ability to think ahead helped our office avoid mistakes and allowed me to use time management in order to have the CEO sign/complete certain tasks at a time that worked best for him. I learned how to properly prepare the CEO for his business trips by booking his flights and packing detailed scheduling binders for each trip

Nimblebot/ Events Coordinator - Internship

August 2015 - November 2015 / Cambridge, MA

As an intern at Nimblebot I was in charge of the Community Arts Bus which is a renovated company bus used for events and community outreach. This internship required gaining parking and amplification Permits, scheduling and working in conjunction with the Cambridge City Councilor Election.

Berklee College of Music/ Student Affairs - Front Desk Assistant

August 2015 - November 2015 / Cambridge, MA

As a work study student in the Office of the Dean, I was responsible for customer service, scheduling and filing with strict confidentiality. I became the Leader of Focus Groups after working with the Associate Vice President for Enrollment on developing a program for collaborative student and staff meetings.

Education**Berklee College of Music / BA**

September 2008 - May 2013, Boston, MA

Phillipo Nakas Conservatory / Study Abroad Program

September 2011 - December 2011, Athens, Greece

References available upon request.