

TASHA MOTT

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Portfolio.....

OBJECTIVE | Current student studying to be a web developer looking for internship experience to help grow my knowledge and expertise in web development and digital marketing.

**SKILLS &
ABILITIES**

- HTML, XHTML, HTML5
- CSS/CSS3
- Web design principles
- Responsive Design
- Database Fundamentals
- Javascript
- PHP
- MySQL
- Digital marketing
- SEO
- Web analytics
- WordPress
- Joomla
- UI/UX

EDUCATION | **WAKE TECH COMMUNITY COLLEGE, RALEIGH, NC**
ASSOCIATE IN APPLIED SCIENCE - WEB DEVELOPER

Additional Certificates:

Information Technology: Front End Developer Certificate

Information Technology: Advanced Web Developer Certificate

Information Technology: Web Designer Certificate

HubSpot Academy: Digital Marketing Certificate

EXPERIENCE | **STORE MANAGER LITTLE CAESARS LLC**
2015-2016

Responsibilities:

- Run and manage entire store to maintain a clean and well running business
- Manage crew and assistant managers
- Make weekly schedule
- Keep track and manage weekly/monthly inventory
- Handle customer complaints and maintain excellent customer

service

- Problem solver
- Good communication with staff and customers
- Maintaining good moral
- Run school lunch delivery

ASSISTANT MANAGER LITTLE CAESARS LLC

2013-2015

Responsibilities:

- Run school lunch delivery
- Run shifts
- Manage the crew
- On call
- Open and close store
- Help with daily tasks, pizza assembly
- Assist in customer services situations

CREW MEMBER LITTLE CAESARS LLC

2012-2013

Responsibilities:

- Cashier
- Answer phone calls and take orders
- Sheet-outs
- Pre-makes
- Landing and cutting pizzas
- Make sauce
- Dishes
- Maintain clean working environment
- Helping open and close store

COMMUNICATION | I have acquired great communication skills from past work experience and working my way up to store manager. Being store manager of Little Caesars required great communication skills not only with my employees but the customers as well to maintain a well running business along with happy, returning customers.

LEADERSHIP | Working my way up to store manager at Little Caesars really allowed me to find and grow into my leadership skills. I have a natural want and drive to help others and guide them to peak quality and efficiency but working in a management role really allowed me to sharpen those assets and acquire excellent leadership skills.