
VICTORIA HANLEY

OBJECTIVE

Seeking a full-time position in web development, in order to obtain a position that will enable me to use my strong administrative skills, organizational skills, educational background, and the ability to work well with people.

EXPERIENCE

CO-OWNER, HANLEY'S DRYWALL & PAINT; SAN MARCOS, TEXAS – 2017-PRESENT

Responsible for answering and directing calls, maintaining contact lists, scheduling consultations, procuring materials, preparing invoices, providing administrative support, submitting and reconciling expense reports, and providing general support to customers.

CASE MANAGER, HILL COUNTRY MHDD CENTERS; SAN MARCOS, TEXAS –
2017-2018

Responsible for managing a large case load, advocating for clients, providing counseling to clients, organizing support groups, scheduling appointments, and providing general support to clients.

INTERN, HAYS-CALDWELL WOMEN'S CENTER; SAN MARCOS, TEXAS – 2016

Intern for Director of Programs and Services, Elva Gonzalez. I donated over 50 hours of my volunteer time helping my superiors with administrative work, as well as organizing fundraising events.

SALES ASSOCIATE, THE NORTH FACE OUTLET; SAN MARCOS, TEXAS – 2015-2017

Responsible for meeting a sales quota at the end of each day, interacting positively with customers, and informing each customer of the technologies within the clothing.

EDUCATION

UNIVERSITY OF TEXAS, AUSTIN, TEXAS - WEB DEVELOPMENT BOOTCAMP, 2022

TEXAS STATE UNIVERSITY, SAN MARCOS, TEXAS – BA OF PSYCHOLOGY, 2016

REFERENCES

References are available upon request.