

## Vincent Salter

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Front-end Web developer with an interest in design. Experienced in HTML, CSS, Javascript, PHP, and MySQL. Skilled at creating user friendly websites that are responsive and mobile friendly. Thoroughly enjoy learning and implementing new web technologies with a goal of becoming a full-stack developer.

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### Certifications & Education

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- **CompTIA A+ Certification**



03/16/19

- **Georgia State University**

Senior, Computer Science

Atlanta, GA

2014-present

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### Projects

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#### Portfolio

[www.vtsj.xyz](http://www.vtsj.xyz)

- Built using HTML, CSS, Javascript
- Responsive
- Mobile Friendly

#### Floorish

[www.floorish.xyz](http://www.floorish.xyz)

- Built using HTML, CSS, and Javascript to handle front-end task. PHP and MySQL were implemented to handle server side operations such as session tracking and data storage.
- Responsive
- Mobile Friendly

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### Work Experience

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#### MM Media Inc

*Help Desk Representative – Level 2*

**Woodstock, Ga**

June 2019-December 2019

- Provide excellent customer service via telephone and email
- Troubleshoot and resolve user tickets via ZenDesk ticketing system
- Complete company projects by given deadline, in addition to daily task
- Data entry and extraction via Microsoft Excel

**Atlanta Public Schools - Heritage Academy Elementary**

**Atlanta, Ga**

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**Paraprofessional – Special Education**

November 2016 – May 2019

- Provide instruction to students with disabilities in accordance to the supervising teacher's lesson plans.
- Collect data for all objectives being taught for each student.
- Implement Behavior Intervention Plus for students with disabilities
- Perform other duties as assigned by classroom teacher or administrator

**Morehouse School Of Medicine****Atlanta, Ga****Student Assistant, Office of the Controller**

2010-May 2016

- **Accounts Payable**
  - Process invoices daily using Banner
  - Process all incoming mail and online inquiries
  - Provide customer service for vendors seeking payment of invoices in a positive manner via the AP Help Desk.
  - Verify the accuracy of vendor information, purchase orders, payment terms, and account codes during processing using Banner
  - Utilize Microsoft Excel to create spreadsheets and reports by logging all invoices to measure efficiency.
  - Assist the Accounts Payable team with weekly check runs.
- **Purchasing/Procurement**
  - Process purchase orders
  - Evaluate, approve, and set up vendors
  - Review requisitions daily
- **Grants & Contracts**
  - Produce relevant reports using Microsoft Excel for the Grants & Contracts staff
  - Organize and maintain Grants & Contracts proposal folders
  - Work collaboratively with the Grants & Contracts team by providing backup support by developing and maintaining record keeping and filing systems

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**Languages and Frameworks**

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- HTML
- CSS
- Javascript
- PHP
- MySQL
- jQuery

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**Software**

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- Adobe Dreamweaver
- Brackets

- **Microsoft Visual Studios**
- **Netbeans**
- **Eclipse**

