

Yazan Deek
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Profile

- Unique blend of organizational, problem-solving and communication skills; proven success building relationships with senior leadership, clientele, and team members.
 - Demonstrated ability to identify project goals and manage workflow in fast-paced environments.
 - Excellent interpersonal skills; highly effective working in teams as well as independently.
 - Quality customer service and an ability to anticipate clients' needs.
 - Technical proficiencies include MS Office (Word, Excel, PowerPoint, and Outlook).
 - Fully bilingual in English/Arabic with basic Spanish, authorized to work for any U.S employer.
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Experience

- Full Stack Developer, Penn LPS Coding Bootcamp, Philadelphia, PA* 08/20-present
- Learn front end and back end of web development in collaborative and active online class.
 - Apply HTML, CSS, Bootstrap, Javascript, jQuery, AJAX, JSON and API through assignments and projects.
 - Collaborate with classmates to plan and create functional web applications.
 - Learn and perform back end skills such as Node.js, MySQL, Sequelize, and Handlebars.
 - Apply new technologies such as Materialize CSS framework and pdf download.
- Arabic Interpreter, Thomas Elementary School, Philadelphia, PA* 09/18 - Present
- Attend parent-teacher conferences and provide accurate interpretation; participate in school events to assist Arabic speaking families communicate with others and perform conference calls via phone.
 - Translate school policies, announcements, flyers, and documents from English to Arabic; deliver important messages from teachers to parents and vice versa.
 - Work with students who are learning English as a second language and their parents.
 - Serve as a liaison between teachers, school counselor, and parents to ensure proper communication.
- Host, Good Dog Restaurant, Philadelphia, PA* 12/18 - Present
- Greet incoming and departing guests warmly with a genuine smile and eye contact.
 - Answer incoming phone calls professionally; deliver important messages to management.
 - Accept and organize reservations and prioritize reservations to accommodate customers using Mobilebytes.
 - Communicate delays and build rapport with guests to keep them occupied while waiting.
 - Address guest complaints and escalated situations to manager.
- Administrative Assistant, Royal Solutions, Philadelphia, PA* 06/17 - 12/18
- Provided executive-level administrative support to Senior Director and met demanding deadlines.
 - Organized the details of special events, travel arrangements, and corporate agendas.
 - Performed routine clerical tasks such as mailing, copying, faxing, filing and scanning.
 - Liaised between all impacted departments to ensure proper communications and reporting practices.
 - Directed business relations and distribution of company literature to stimulate client interest and sales lead.
 - Processed monthly expense reports reflecting supporting documents and budget code indexes.
 - Managed purchasing orders, directed vendor relations, generated and maintained equipment tracking records.
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Education

- Full Stack Web Development Certificate, **Penn LPS Coding Bootcamp, Philadelphia, PA**
08/20-present
- Bachelor of Arts in Chemistry, **Earlham College, Richmond, IN** 2014
- Recipient, Davis Scholar Award, United World College (2010 - 2014).
 - Recipient, Charles Stubbs Award for Leadership (2014).
 - Co-President, Religious Student life at Earlham (2011 - 2013).

