

Katie L Schmidt

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Summary

Highly motivated team player interested in innovation, learning, and succeeding in the tech industry. I have eclectic experience and a diverse background that will allow me to assimilate into a productive full stack web developer.

Soft Skills

- ♦ *Productive Multitasker*: I learned almost everything I know while working as a receptionist full time.
- ♦ *Confident Communicator*: Native English speaker and Spanish/International Communications degree. Lots of experience in customer service roles.
- ♦ *Interpersonal Skills*: Confident in communicating with both individuals and in a group setting.
- ♦ *Self Starter*: I take initiative to teach myself what I need to know to accomplish tasks passed my way.
- ♦ *Adaptable*: I have the flexibility to jump from one task to another depending on what is most important.
- ♦ *Patient*: I do not get upset when something doesn't go as expected on the first try. I just try something else.
- ♦ *Detail Oriented*: I desire to do things correctly and according to procedures. I like to write down lists and plans in order to accomplish what is asked of me.
- ♦ *Dependable*: I have transportation and can finish tasks on time with reliable quality every time.

Programming Skills

- ♦ So far I have experience in:
 - HTML
 - CSS
 - Bootstrap
 - JavaScript
 - Node.js
 - Express
 - React
 - Redux
 - MongoDB
 - Git/GitHub
 - (a little) Docker
 - (a little) Python
 - (a little experience) using DigitalOcean

Natural Languages

- ♦ English
- ♦ Spanish(not completely fluent)

Education

- ♦ I have been teaching myself computer programming since October 2017. I utilized a combination of:
 - TeamTreeHouse
 - Udemy- MERN Stack Front to Back
 - YouTube tutorials
 - Documentation/tutorials from whatever language/framework/technology I was interested in learning. Then, I built small projects to practice what I studied.
- ♦ Eastern Kentucky University
Graduated 2014
Bachelor of Arts (BA)
Spanish with a minor in International Studies/Communications
- ♦ La Universidad Autonoma de Puebla
Studied Abroad 2014

Experience

Madison County Ford, Richmond, KY
October 2017 to Current

Receptionist

- ♦ Greeted and built relationships with customers in order to discern their needs and wants.
- ♦ Answered phone calls and transferred to the correct department.
- ♦ Recognized problems with the sales department's phone calls and created a new protocol for directing calls to the sales people in a more fair way.
- ♦ Utilized technology to print window stickers for used vehicles in a timely fashion.
- ♦ Acted as a liaison between the management, service department, parts department, sales department, and customers.
- ♦ Multitasked: While answering calls, printing vehicle information, printing car faxes, greeting customers, and generally being distracted, I was able to teach myself to write code and create full stack web applications.

QKids, Online, China Based
August 2017 to October 2017

Online English Teacher

- ♦ Utilized communication skills to interact with classes of 6 children between the ages of 4 and 16 who didn't speak English.
- ♦ Utilized communication skills to speak with parents of students who were having problems.
- ♦ Communicated with tech support (via messaging app), students, and parents while in the middle of teaching classes in order to fix audio/visual problems with their teaching platform.
- ♦ Followed directions and curriculum in order to teach Chinese children to speak/read/write in English.
- ♦ Studied curriculum before class in order to get tangible props ready to be used in class.

Main Street Bakery and Cafe, Richmond, KY
November 2016 to July 2017

Pastry Chef/ Line Cook

- ♦ Followed recipes in order to create different desserts.
- ♦ Utilized my experience in cooking to create new desserts to sell in the bakery section.
- ♦ Worked with only one other person (the business owner) in a busy environment to make sure orders were taken, food was made, orders were delivered to tables, money was taken, change was made, tables were bussed and cleaned, and everything went smoothly.

Madison County Ford, Richmond, KY
June 2015 to Oct. 2016

Master Certified Sales Representative

- ♦ Learned and utilized the 10 steps of automotive sales to find a suitable vehicle for customers.
- ♦ Demonstrated vehicle, explained all the available features, went on test drives and informed customers on any additional costs.
- ♦ Utilized technology to keep in touch with customers, schedule appointments, and make daily schedules.
- ♦ Acted as a liaison between the management, service department, parts department, sales department, and customer.
- ♦ Negotiated deals to increase sales by communicating with management and utilizing interest rates, leases, down payments, and monthly payments.