

Heather R. Hernandez

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Technical Skills

- Front-End: HTML5, CSS3, Bootstrap, Javascript, jQuery, AngularJS
- Developer Tools: Chrome DevTools, Github, Git, PhpStorm, Sublime Text
- GitHub: <https://github.com/hhernandez008>

Experience

LearningFuze

Web Development Training September 2015 - Present

- Participating in a 12 week full immersion web development bootcamp, which requires approximately 75 hours per week of coding and development
- Building a knowledge base of both front-end and back-end web development languages, and use of developer tools and software
- Team Lead for winning group of the Tic-Tac-Toe hackathon
Project Site: <http://hhernandez008.github.io/hacka-tictactoe-athon>

Camco Pacific Construction Company, Inc.

Accounting Clerk July 2014 - October 2015

- Process vendor checks, invoices, and payment releases in accounting software
- Track, input, and process payment of employee reimbursables
- Enter subcontractor contract information and change orders in accounting software

Administrative Assistant April 2011 – July 2014

- Assist office personnel with administrative work
- Maintain and purchase office and kitchen supplies

Kosakura & Associates

Data Entry Clerk, Temporary March 2010 – April 2010

- Managed customer and vendor information in company database
- Created and managed design jobs, sales orders and purchase orders

AAA of Northern California, Nevada & Utah

Administrative Assistant December 2007 – February 2010

- Designed and maintained intranet site to provide one location for information on employee benefits and company policies
- Coordinated and directed company events held on and off site for up to 600 employees
- Researched and presented package and pricing details for vendors
- Managed employee incentive program including purchase and delivery of gift cards
- Managed employee and visitor key cards through security software

Anheuser-Busch Packaging Group

Human Resources Administrative Assistant

April 2006 – September 2007

- Assisted Human Resources department in recruitment effort to include scheduling, administration of testing, and maintaining tracking system for employment applicants
- Managed attendance tracking system through Kronos Payroll software
- Assisted a variety of departments with projects as needed, including System Quality reports
- Managed employee compliance training through an in-house training data system

Education

Western Governors University

October 2014

- Bachelor's of Science Degree in Information Technology

Certifications

- CIW Web Foundations Associate
- CIW Javascript Specialist
- CIW Database Design Specialist
- CIW Web Design Specialist
- CompTIA Project+