

Adlai Allred

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SKILLS/TRAITS

Technical

HTML (HTML 5)
CSS (CSS 3)
JavaScript
jQuery
Java
Google Services and Apps
Frameworks (Bootstrap, Materialize, etc.)

Non- Technical

UI/UX Design
Client Interaction/Customer Service
Communication
Teamwork
Resourcefulness
Ability to multitask
Desire to learn new things

WORK HISTORY

Freelance Web Development/Design

Sept. 2014 - Current

- Use tools (Design tools, CSS Frameworks, jQuery scripts, etc.) to design and develop websites
- Learning and researching of new web development/design trends and tools
- Study of design, color, and typography principles

Matthews Presbyterian Church: Matthews, NC

May 2015 - April 2016; *Interim Administrative Assistant/Office Manager*

- Head of day-to-day administrative duties for a church with 400+ members
- Design maintenance on church's website using Faithwebsites CMS

Cajun Yard Dog: Charlotte, NC

Aug. 2013 - May 2015; *Server/Host/Trainer*

- Serve 1-30 person tables; closing duties: cleaning equipment; setting up for the next work day
- Train new employees

First Uniform: Charlotte, NC

Sept. 2011 - Aug. 2013; *Administrative Assistant* (Promoted in Jan. 2012)

- Administrative duties; place customer orders; answer customer question; returns/exchanges; help in-store customers if needed
 - Update order statuses; place orders with manufacturing vendors; communicate with vendors regarding product availability and order status
- Sales Support*
- Implement customer service through a mobile retail store that specializes in medical uniforms.

EDUCATION

West Virginia University, Morgantown, WV.

B.S. in *Sport Management*, August 2007