GAYLA CLOUD

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PROFESSIONAL SUMMARY

Full-stack web developer with a background in psychology which helps me hone in on understanding others and working well as part of a team. Experience with key web-design principles and application responsiveness. I am driven to learn and problem-solve. I am professionally motivated and eager to meet company desired goals.

TECHNICAL SKILLS

Languages: HTML5, CSS3, Bootstrap JavaScript, jQuery, APIs, JSON, Node.Js., ES6
Applications: GitHub, GitLab, Materialize

RELEVANT EXPERIENCE | PROJECTS

Code Refactor Easy Read | Deployed Link: gcloud11.github.io/Code-Refactor-Easy-Read **| Github Link:** github.com/gcloud11/Code-Refactor-Easy-Read
The purpose of this project was to structure the code in the mock marketing software application for a cleaner read.
- **Role**: Used HTML to redesign or restructure computer code for better readability while persisting application functionality
- **Tools Utilized**: HTML

Plethora of Passwords | Deployed Link: gcloud11.github.io/Plethora-of-Passwords **| Github Link:** github.com/gcloud11/Plethora-of-Passwords
This app allows users to generate a password from 8-128 characters at random for optimal password security.
- **Role:** Created with Javascript was used to take in user password criteria using alerts and prompts which was then delivered in the given HTML and stylish CSS pages.
- **Tools Utilized**: HTML, CSS, Bootstrap and Javascript

Zooly | Deployed Link: israelvarela.github.io/ZOOLY **| Github Link:** github.com/israelvarela/ZOOLY
Zooly is an application designed for children that provides suggested books and gifs based on a childs' animal search criteria.
- **Role:** Setup the third-party AJAX call for the GIPHY API data.(Back-End). Helped with the page layout and functionality of the application. Helped to style the app and its responsive properties.
- **Utilized**: HTML, CSS, Javascript, Materialize, AJAX, HTTP GET requests, and Third-party APIs

Continued...

PROFESSIONAL EXPERIENCE

Thompson & Knight; Dallas,TX   10/2019 - 06/2020
Conference Center Coordinator

- Plan, coordinate, and prepare meetings and provide administrative and business support to the 150+ attorneys and staff.
- Plan and coordinate luncheons & happy hours for all company meetings/events.
- Improve office efficiency by implementing processes & documents to help my team communicate more effectively.
- Coding invoices and send to accounting
- Reconcile monthly expense reports

Winstead PC; Dallas, TX   1/2018 - 10/2019
Conference Center Coordinator

- Plan, coordinate, and prepare meetings and provide administrative and business support to the 150+ attorneys and staff.
- Plan and coordinate luncheons & happy hours for all company meetings/events.
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American Heart Association; Dallas, TX   11/2017 - 1/2018
Customer Service Representative

- Positively responded to customer requests on AHA CPR programs
- Promoted company mission by engaging and cultivating all customers through healthy-living
- Provided information to develop and change the customers' mindset and behaviors regarding cardiovascular disease and stroke.
- Maintained ongoing customer relationships and used multiple software programs for tracking contact information.

Homeward Residential; Dallas, TX   1/2018 - 10/2019
Loan Officer Assistant

- Plan, coordinate, and prepare meetings and provide administrative and business support to the 150+ attorneys and staff.
- Plan and coordinate luncheons & happy hours for all company meetings/events.
- Improve office efficiency by implementing processes & documents to help my team communicate more effectively.
- Coding invoices and send to accounting
- Reconcile monthly expense reports

PROFESSIONAL EXPERIENCE

Sierra Auto Finance; Dallas, TX   11/2013- 9/2016
Loan Services Representative

- Performed day-to-day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables'' data.
- Post customer payments by recording checks and debit transactions and entering them into the accounting software
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted
- Performed account reconciliations
- Investigation and resolving any irregularities and inquires

EDUCATION

Full Stack Web Development Certificate - Southern Methodist University; Dallas, TX | **2020**
A 24-week intensive boot camp program focused on gaining technical programming and market-driven skills.

Bachelor of Arts in Psychology - Southern Methodist University; Dallas, TX | **2011**