**Michael B. Smith**

[www.codingbymichael.com](file:///C%3A%5CUsers%5Csmithaep%5CDownloads%5Cwww.codingbymichael.com)

 General Assembly Boston, MA

 *Front-End Web Development Program*

 Boston College Chestnut Hill, MA

*Master of Business Administration, Finance and Marketing*

*Achievement: Top 3 finish in Business Plan Competition in 1st year*

New York University New York, NY

*Bachelor's Degree, Anthropology and Photography*

Interests

* Web development
* Fitness/Martial Arts
* Watch collecting

Relevant Skills

* WordPress
* WampServer
* HTML, CSS and JavaScript

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Boston College Chestnut Hill, MA | Present

*Department Administrator*

* Webmaster – design, update and maintain school’s website for teaching excellence and department website
* Assist with the design and creation of faculty websites using WordPress and Google Sites

Boston College Chestnut Hill, MA | 2007-2008

*Temp Pool*

* Performed administrative duties as needed for various departments and faculty members

Cross Country Automotive Services Medford, MA | 2006-2007

*Operations Manager*

* Analyzed key performance indicators to salvage more than $250,000 in 6 months
* Developed and launched marketing initiative which increased the service provider network by 10%

W.B. Hunt's Co., Inc. Boston MA | 2004-2006

*Assistant Manager*

* Led a team of 5 salespeople to meet monthly sales quotas, emphasizing friendly and knowledgeable service
* Generated $1,000,000 in sales at a 30% profit margin by utilizing preferred customer database and referrals

Cru (Nonprofit Collegiate Organization) New York, NY & Cambridge, MA | 2002-2005

*Campus Representative*

* Fundraised over $55,000 in support from 30 donors
* Organized monthly citywide events for 200+ students