

Nathanaelle Saint-Rose
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(305) 890-0432

HUMAN RESOURCE SPECIALIST ~SERVICE REPRESENTATIVE~WEB DESIGNER

A skilled and talented career-oriented person with experience in working with a diverse group of people and moderate knowledge. An energetic web designer with clear understanding of modern styles and experienced with WordPress.

SKILLS/QUALIFICATIONS

- Knowledge Retention. A mission is to provide the highest quality support to customers.
- Basic knowledge in HTML, CSS, JavaScript.
- Editing & designing web page.
- Secret security clearance.
- Trained in cross-cultural communication.
- Team Player with a positive professional attitude; committed to excellence.
- Excellent communication and conflict resolution skills.
- Interface well with superiors, peers, and subordinates; able to meet deadlines.
- Fast learner with a wide range of clerical, computer, and office management skills.
- Ability to work independently, learn new tasks and solve problems.
- Ensured staff and other safety measure by following safety rules and regulations.
- Proficient with Microsoft Suite Applications (Word and Power Point and Excel).
- Ability to perform simple computations on data available such as records.

EDUCATION

Miami Dade College: January 2017-May 2019
Associate degree in Business Management
Upper Iowa University: January 2021-May 2023(Current)
Bachelor's Degree in Human resources management

Technical Training:

WordPress Skill-Bridge August 2022-Present

Technical:

- Beginner to intermediate familiarity with WordPress terminology and platform familiarity/comfortability including:
- Choosing themes and setting up child themes
- Choosing templates
- Block editing
- Full-site editing
- Using custom HTML
- Using custom CSS
- Exposure to various plugins to manage aspects of a site such as security, email, child themes, and seo
- Significant experience with the WordPress Block Editor
- Some exposure to and limited experience with Elementor
- Basic UI/UX analysis and design according to the requirements of a client
- Basic knowledge of agile and waterfall
- Completed a 4-page WordPress website built from blank pages and styled to match an existing site

Business Skills:

- Business Communications:
- Understanding your Audiences
- Choosing the Proper Channel
- Using Social Settings

- Passive Vs. Aggressive Communication
- Delivering the Pitch

CERTIFICATIONS

Adobe Certified Associate

- Adobe Dreamweaver CS4
- Adobe Photoshop CS6
- JavaScript

EMPLOYMENT HISTORY

McDonalds- Customer service/cashier

Express (clothing store)- sales representative/cashier

G4S Security- supervisor

42A/Human Resources Specialist-

U.S. Army- Fort hood, Tx

- Serving as custodian of classified documents.
- Track personnel and supplies within the company.
- Track and file administrative paperwork and personal folders.
- Review disciplinary and other adverse actions and make recommendations.
- Sort, collect, store personnel files.
- Use different programs and system on the computer.
- Supply information, control data for the soldiers and their family members.

September 2016- August 2018

December 2017-March 2018

March 2018- August 2020

August 2020-Current