

# Michele Pingree-Peti

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## Summary

Creative, detail-oriented, resourceful and flexible, able to adapt to changing priorities and maintain a positive attitude and skilled problem-solver and multi-tasker. Have skills developed in a web programming and development program which I'm currently part of.

## Education

### **HAWKEYE COMMUNITY COLLEGE (WATERLOO, IA)**

- Associate Degree - Web Programming and Development
- Planned Graduation May 2017

### **NORTHEAST IOWA COMMUNITY COLLEGE (CALMAR, IA)**

- Associate Degree – Accounting

## Experience

### **INTERN | HUNTER CREATIVE GROUP | AUGUST 2016 – MAY 2017**

For my internship at Hunter Creative Group I was given two projects for clients who were committed to the design of their website. It was my job to keep the design layout while making it responsive to be mobile friendly.

- Converted old code to HTML5 and CSS (completed two sites)
- Made the sites responsive and mobile friendly with media queries
- Implemented SEO

### **BOOKKEEPER/OFFICE HELP | BRYAN HEAVY EQUIPMENT | JUNE 2016– MAY 2017**

Work on a part-time basis

- Payroll and accounts payable
- Miscellaneous office tasks

### **BOOKKEEPER/OFFICE HELP | CITY & NATIONAL EMPLOYMENT | DECEMBER 2013 – MAY 2016**

Worked at various companies/Loys & Associates (August 2015-May 2016) on a part-time basis.

- Payroll for various companies who were their clients
- Miscellaneous office tasks

### **BOOKKEEPER | ABCO ENGINEERING CORP | JANUARY 2008 – MARCH 2015**

- Accounts receivable and accounts payable, month-end adjustments and reports
- Answered phone, faxed, directed customers to correct staff member, other misc. office tasks

## **Michele Pingree-Peti**

### **ASSEMBLER | MANPOWER | AUGUST 2007 – DECEMBER 2007**

Worked at Dura Automotive

- Assembled automotive trunk hinges

### **PROJECT ADMINISTRATOR | CONESTOGA-ROVERS & ASSOCIATES | MAY 2004 – JUNE 2007**

- Made corrections and adjustments to invoices
- Submitted invoices electronically into client's website Enfos
- Maintained projects in BST software by adding phases and tasks, etc.
- Coordinated with Project Manager budget issues or other problems with the project
- Helped Project Managers to monitor their aging accounts receivable, accounts payable, and WIP (work in progress)

### **INVOICE CLERK | COMPUTEMPS | JUNE 2003 – MAY 2004**

Worked at Conestoga-Rovers & Associates

- Made adjustments to invoices and printed invoices to mail to client

## **Skills**

- HTML5 and CSS
- Responsive Design
- Photoshop
- MySQL
- PHP
- Basic JavaScript
- ASP.net/Visual Studio