



Steve Gartman

Generalist

CONTACT

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SOFTWARE EXPERTISE

- Excel, QuickBooks, ADP Payroll
- Microsoft 360
- Photoshop, After Effects, Animate
- Final Cut Pro & Logic Pro
- WordPress, HTML, CSS, Python
- Smart Contract Development
- Social Media Marketing and Search Engine Optimization

VOLUNTEER WORK

Dog Foster/Trainer
K9 Connection & Labs and More

Church of Nazarene Shelter
Portland, OR

Race Crew
San Diego Rock & Roll Marathon

EDUCATION

Associates of General Studies
Portland Community College
2020

**Google Data Analytics
Specialization Certificate**
Coursera
2021

PROFESSIONAL PROFILE

A natural problem solver who enjoys frequently interacting with and supporting driven team members in high pressure working environments. Expertise includes interpersonal communication, team management, accounting processes, and marketing design.

WORK EXPERIENCE

Rescue Assistant & Web Design Feb 2021 – Present

K9 Connection Pet Re-Homing & Adoption – part time

- Handling of small and large breed dogs, meal preparation, administering medication, working on behavioral issues, and oversight of multiple dogs.
- Cleaning of kennels and common area.
- Design of K9 Connection website and screening of online adoption/foster applicants.

Accounting & HR Assistant July 2021 – Nov 2021

Integra Group/Green Kong

- Weekly credit card receipt reconciliation, expense tracking, 20+ bank reconciliations from 2018 - 2021.
- Handling of vendor relations and vendor purchases.
- Created the onboarding and firing process for employees, writing of disciplinary warnings, ADP payroll, reviewing resumes and interviewing new applicants.
- Organization of all documentation, physical & digital.

Web3 Developer Nov 2020 – Feb 2022

Heartbleed TCG

- Testing and implementation of smart contracts on the Ethereum blockchain using Solidity and Brownie.
- Researching market trends and reporting on current entertainment services using blockchain technologies.
- Documentation of processes using GitHub and Excel.

Production Team Lead Oct 2015 – Aug 2016

Clayhaus Modern Ceramics

- Led and trained a small team manufacturing luxury handmade and manufactured ceramic tiles for 300-400 residential and commercial accounts per year.
- Responsibilities included operating heavy machinery, quality control, inventory management, packing and shipping, and invoice processing.