

Anthony Tuzzo

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Github: <https://github.com/Anthony-Tuzzo/Reminder>

Continued Learning: Completing the Savvy Coders immersive coding bootcamp, learning JavaScript, HTML5, CSS3, JSON, UI/UX, Project Planning through Trello and Kanban, and Agile.

Capstone Project: My Capstone Project is a website that showcases information reminding the user to perform frequently forgotten maintenance around the home, auto, and personal health. It was created using HTML, CSS, and JavaScript technologies and, with room for future enhancements, I have the desire to turn it into a mobile application. I created my capstone in Visual Studio Code.

Education

American College of Technology, St. Joseph, MO ▪ 2012
Associates Health Information Technology

American College of Technology, St. Joseph, MO ▪ 2010
Associates Computer Programming and System Design

Professional Experience

Temporary Worker – [Express Employment Professionals](#) Edwardsville, IL
February 2019 – Current

- Work for Midwest Occupational Medicine
 - Data entry, filing physical medical charts
- Worked for the Napoli Shkolnik Law Firm in support of the suit against Flint, MI in the water contamination case.
- Assisted in the filing of over 1500 files in a limited time to expedite the suit against Flint
 - Calling households/homeowners to verify dates and place of residence in Flint to ensure the claim is appropriate.
- Assigned to Family Farms in support of 4 Little Devils Farms.
- Conducted data entry for over 30 employees to upgrade them from paper to digital timecards.
- Assisted in testing and implementing of new timecard database in Access.
 - Wrote the training manual for users on how to utilize the new timecard database.
- Sub-contracted to Donco as an Auditor.
- Provided oversight to gas and water meter installers to ensure the job was complete and verification of work performance.
 - Educated on safety awareness.
- Provided complete documentation for audit.

Conservation Worker – [Lewis & Clark State Historic Site](#) Hartford, IL
June 2018 – October 2019

- Raked leaves, mowed grass, and cut brush and trees using such equipment as hand mowers, bush hogs, and chain saws.
- Operated trucks and tractors for the collection of trash, and the maintenance and improvement of grounds.
- Inspected public use areas for hazards such as flooding, fallen trees, and erosion.
- Ensured buildings and gates were properly locked
- Informed visitors of rules and regulations.

Home Inspector Intern – [Madewell Inspections](#), East Alton, IL
May 2017– May 2018

- Performed thorough inspections of client's homes.
- Utilized mobile and desktop software to create comprehensive reports.
- Maintained records for up to 5 years per ASHI and InterNachi standards.

Commercials Accounts – [Manheim St Louis](#), Bridgeton, MO
October 2016 – May 2017

- Maintained accurate account records and a positive customer relationships by ensuring efficient and accurate handling and resolution of account problems.
- Established and maintained close working relationships and good rapport with major commercial accounts.
- Resolved customer problems and inquiries effectively and efficiently, while consistently providing quality service.
- Reviewed customer account records for completeness and accuracy. Maintained customer account files in compliance with contract requirements.
- Communicated with Lot Operations and Recon departments to ensure appropriate movement of vehicles to the shops and ensure timely completion of reconditioning.
- Prepared, in coordination with account administrator, sale vehicle run process to include run order, scheduling, and notice to customer account.
- Work with lot operations and quadrant coordinators to ensure appropriate scanning and organization of account vehicles.
- Reviewed vehicles in sale line up, located missing vehicles, and worked with account representative to ensure vehicles were ready for sale.