

### Highlights & Skills

- Languages: JavaScript, Python, VBA, SQL
- Other technologies: React, Angular, Jest, HTML5, CSS
- Proficiency in project management and development principles such as agile and scrum
- Experience in product management, including strategy, design, and development
- Quick to adapt to new technology, languages, and tools

### Education

#### **Lambda School** | Web Development | *February 2020 - October 2020*

Specialized in React and Express as well as other essential web development tools. Wrote code in JavaScript and Python. Tutored other students on current material in addition to completing assignments and projects.

### Work Experience

#### **Front End Developer + Global Training Partner, Front End Developers And Business Analysts**

*InvestCloud, Inc.* | Los Angeles, CA | *February 2021 To February 2022*

Developed front end solutions for desktop websites and apps across browsers and devices. Architected solutions for data-heavy, busy screens. On a high profile project, reduced defects introduced in production releases by 84%. Assisted in task allocation and work prioritization within the team, providing status updates to keep projects on track. Participated in the design of new features with the client, as well as cross-team triage for improvements to company-wide internal tools. Mentored junior developers and hosted office hours. Created documentation and presented to front end developers globally on best practices. Formally trained and onboarded new developers. Automated aspects of front-end development within a proprietary framework.

#### **Operations Technical Specialist + Product Manager + Instructional Design Supervisor**

*HONK* | Los Angeles, CA | *May 2017 to December 2019*

Collaborated across teams to facilitate strategy, design and implementation related to new product features in a startup environment. Participated in product innovation working groups. Instituted a system for reporting and tracking bugs and worked across teams to facilitate resolutions to product & procedural issues. Created and maintained SOP documentation. Developed and implemented training programs for outsourced and internal contact centers, onboarding 100+ employees. Trained supervisors and training facilitators. Worked with HR to implement programs to increase employee morale and productive engagement.

#### **Purchasing Assistant**

*RPI, Inc.* | Seattle, WA | *October 2016 to March 2017*

Assisted in purchasing and inventory management to support the inventory pipeline for a cross-platform manufacturer/printing press. Issued and tracked 1M+ purchase orders, issued job orders, oversaw timely and accurate cycle counts, performed material planning and forecasting, and assisted the senior material planner and senior supply chain manager in various projects and special assignments.

#### **Project Controls Specialist, Accounts Payable & Purchasing, Project Administrator**

*Petrochem Insulation, Inc* | Mukilteo, WA | *April 2014 to August 2016*

Monitored project progress and cost management for high-risk construction projects regionally, reporting to leadership on resource use, schedule, and financial variance. Managed purchasing and accounts payable at the branch level. Took responsibility for receivables, payroll, and office management and wrote documentation for standard operating procedures for the company. Trained other offices on best practices regarding bookkeeping. Wrote VBA code for data entry quality control as well as for automation.