

**Skills:**

*Programming Languages:*

Python  
Java  
JavaScript

*Operating Systems:*

Mac OS  
Windows

*Software:*

Flask  
Spring MVC  
Node.JS

**Personal Project:**

In progress...

Personal note keeper that can be used on mobile or desktop and with Amazon Alexa.

**Professional Experience:**

Washington University, St.Louis MO

*Administrative Assistant Computer Science and Engineering* July 2011- April 2016

- Updated the department web page in Sharepoint using HTML
- Compiled departmental statistics and data and provide data annually
- Aided the associate chair with appointments, document preparation, and annual projects
- Served as travel logistics coordinator for invited colloquium speakers
- Assisted faculty director of the Research Experiences for Undergraduates summer program with organizational aspects of the program
- Processed and monitored progress of graduate student applications utilizing online system, Hobsons ApplyYourself
- Input courses using the university scheduling systems WUCRSL and SIS
- Covered duties of co-workers while away or as needed

Washington University, St.Louis MO

*HIM Assistant/Team Leader Orthopedic Surgery* January 2007-July 2011

- Technical Support for Allscripts Enterprise Electronic Health Records
- Resolved software errors with IT department and answered user questions by telephone, email, and in-person
- Responsible for HIM management duties when supervisor was unavailable

**Education:**

Southern Illinois University at Carbondale, Carbondale, IL

Bachelor of Arts in Anthropology; Geography and Environmental Resources, May 2005

GPA: 3.50/4.00

Deans List and Excellence in Anthropology Award

LaunchCode, St.Louis MO

LC101 graduate, Fall 2017

