



# Ashley Renée: *Junior Developer*



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*Having worked in the tech and startup ecosystem for the last two years, I have become smitten with coding and front-end development. With the help of GirlDevelopIt and Codagogy, I have taught myself HTML and CSS, and am learning RUBY and JavaScript. I seek a junior developer position with room to grow and look forward to expanding my skills in a new environment.*

## Experience

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### **Office Manager, Poptent**

Conshohocken, PA — 2011–Present

Developed WordPress blog to attract marketers and video professionals. Streamlined internal competitive analysis process. Managed and recorded all legal edits and releases during production process. Helped to develop and implement legal guidelines processes for poptent.net.

### **Technical Writer, Philadelphia Housing Authority**

Philadelphia, PA — 2008–2011

Developed charter school application. Used operating systems to coordinate tenant initiation process. Performed extensive research on charter school development. Proofread legal policy and procedure documents for QA department.

### **Administrative Assistant, Temple Hospital**

Philadelphia, PA — 2006–2008

Assembled charts for patient egress. Guided patients/visitors to different sections of the hospital. Directed phone calls from patients, care centers and insurance companies to their intended recipients.

### **Tutor, Russell Conwell Center**

Philadelphia, PA — 2004–2006

Assisted professor in the classroom. Collaborated with teammates to establish a lesson plan. Proofreading students drafts while helping them pinpoint their strengths and weaknesses.

### **Administrative Assistant, Partnership Schools**

Philadelphia, PA — 2005–2006

Graded city-wide standardized tests for local elementary/middle schools. Performed administrative duties. Participated in team discussions pertaining to local educational discrepancies.

## Skills

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Proficient in MS Office Suite, Salesforce and JIRA. Junior-level skill in HTML, CSS, JavaScript, PHP and RUBY. Excellent organizational and interpersonal communication skills. Conversational read/write fluency in Italian and Spanish.

## Education

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Temple University

BA - English, 2008

Study abroad in Rome, Italy, 2006

