ANDIE LIPPINGWELL

CONTACT

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Vancouver, B.C.

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SKILLS

- Javascript
- PHP
- Java
- HTML/HTML5/CSS/CSS3/ SASS
- React.js
- jQuery/jQuery Mobile/ Ajax
- MySQL
- XML/JSON
- Adobe Photoshop
- Git
- WordPress/Bootstrap
- Responsive Web Design
- Mobile Web Design
- Web Analytics& SEO
- Database Management & Development
- Systems Analysis and Design

EDUCATION

- University Certificate in Computers and Information Systems, **Athabasca University, GPA 4.0**

- Web Technologies Certificate, **British Columbia Institute of Technology, GPA 95**

References available upon request.

OBJECTIVE

Web development graduate with proven project management and client service skills seeking to begin my coding career as a Web Developer.

EXPERIENCE HIGHLIGHTS

A variety of administrative positions including Production Assistant, Branch Administrator, Assistant Facility Manager, and Executive Secretary. This past experience has helped me develop some **highly-transferable skills:**

- Multi-tasking and time management without supervision
- Keeping deadlines
- Project management from planning and budgeting through to completion
- People management
- Written and verbal communication
- Problem solving
- Stress management
- Working in teams of all sizes

My favourite positions were fast-paced, dynamic environments that allowed me to learn new skills and continually add to my responsibilities. These positions are provided below with responsibility highlights.

Administrative Assistant, TRIUMF
Vancouver, BC
- Provided administrative support to the Associate Lab Director and Physical Sciences Division.

Assistant Facility Manager, SNC-Lavalin ProFac Inc.
Yellowknife, NT
- Managed maintenance and repair for over 50 RCMP-owned buildings in the Northwest Territories.
- On-call 24/7 to manage emergency repairs.
- Successfully fostered good relations with clients who were adjusting to new procedures and requirements.
- Developed utility tracking spreadsheets that included cost forecasting for new properties.
- Provided reports and recommendations to prioritise maintenance and repair for new properties.

Branch Administrator, A.D. Williams Engineering Inc.
Yellowknife, NT
- Provided administrative and project assistance to Regional Director, engineers, and technologists.
- Learned to draft using AutoCAD 2008 on my own time to offer more project assistance to my engineers.
- Prepared reports on project financials and branch metrics such as employee utilization, net revenue growth, work-in-progress, and profit contribution.
- Provided technical support and training for software installation and use including administrative software conversions and upgrades