

ANDIE LIPPINGWELL

Success-Driven Professional with Interests in a
Web & Software Development Career

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Professional Profile

An innovative and detail-oriented professional seeking to embark on a new career encompassing web development, coding and elevating the information technologies industry. Holds strong technical knowledge with exhibited enthusiasm in constantly learning and keeping updated on latest breakthroughs. Works well in a team without supervision and excels within fast-paced and challenging working environments. Able to identify technical systems' needs and requirements to design and develop databases and innovative solutions.

Core Competencies:

Web Technologies | Object-Oriented Programming | Database Design | Project Management | Problem Solving

Administration | Analytical Thinking | Report Writing | Budget Planning | Troubleshooting | Data Entry

Education & Professional Development

🎓 Bachelor of Science: Computing Information Systems, Athabasca University	Ongoing
🎓 Certificate: Computing Information Systems, Athabasca University	2017
🎓 Certificate: Web Technologies, British Columbia Institute of Technology	2017

OTHER PROFESSIONAL DEVELOPMENT COURSES

- Git & Github | React.js | Redux | PostCSS | Using Node.js & NPM | Functional Programming Concepts

Technical Skills

Java, JavaScript, HTML/HTML 5, CSS/CSS3, XML/JSON, PHP, SQL, Adobe Design Suite, Microsoft Office Suite

Key Highlights

- Coded and implemented a Visual Basic macro which simplified and increased efficiency for a data processing task at Bench Accounting.
- Created and introduced utility tracking spreadsheets that improved forecasting costs at SNC-Lavalin ProFac Inc.
- Developed a macro at A.D. Williams Engineering that successfully fulfilled complicated documentation tasks seamlessly.
- Award Recipient: Undergraduate Outstanding Achievement Scholarship from Athabasca University, 2016/2017
- Experience in designing databases to facilitate efficient and robust storage and access of data.

Career Summary

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| 📁 Data Processor, Bench Accounting, BC | 2018-Present |
| • Contribute to driving business continuity at a tech start-up through data processing activities including data collection, transfer, and entry while providing support within department on process improvements. | |
| 📁 Administrative Assistant, TRIUMF, BC | 2017-2018 |
| • Administrative support to the Physical Sciences Division, its director and scientists with exhibited expertise in lab coordination, documentation, research, reviewing reports, recordkeeping, and coordinating project progress. | |

 **Administrative Assistant, MMM Group Ltd., BC** 2013-2014

- Fulfilled entire administrative function for multiple technical departments with focus on recordkeeping, data entry, scheduling, recording minutes, report writing, managing databases, proposal writing, and documentation.

 **Assistant Facility Manager, SNC-Lavalin ProFac Inc., NT** 2009-2010

- Ensured all maintenance and emergency repair needs were fulfilled for >60 RCMP-owned buildings across the Northwest Territories by leading logistic and operational continuity, scheduling and quality assurance.
- Oversaw accounting activities including invoicing, payment processing, recordkeeping and database management.
- Utilized analytical skills to contribute to data collection, data analysis and review, forecasting, and trend monitoring.
- Established and strengthened relations with contractors, service providers and suppliers; contributing to educating 3rd parties on internal procedures/requirements and driving adherence of all compliance.

 **Branch Administrator, A.D. Williams Engineering Inc., NT** 2002-2009

- Administrative coordinator for the Arctic Region, oversaw aspects such as arranging travel/accommodation logistics, managing correspondences, monitoring project schedules, and facilitating communication workflows for projects.
- Pivotal role in driving project continuity via strengths in preparing site instructions, project specifications, project proposals, budget planning, and contributing to project meetings by preparing agendas and minutes.
- Contributed to preparing reports on project financials and branch metrics encompassing net revenue growth, employee utilization, works in progress, and profits; worked collaboratively with the regional director.

Personal Interests

Enjoys learning new skills with a particular interest in coding and web development. Keeps a portfolio exhibiting completed projects at andiekl.ca.

References are available upon request
