

ANDREA C. BENTLEY

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SUMMARY

Full Stack Web Developer with 7 years experience in accounting software development and over a decade in education support. Strong drive to create applications that are user-friendly, efficient, adhere to established standards, and are easily maintainable. Known for being thorough, dependable, an exceptional collaborator, yet able to work independently. View coworkers as teammates, not competitors.

TECHNICAL SKILLS

Languages/Libraries/Frameworks: Javascript, HTML, CSS, jQuery, Bootstrap, Materialize, Node.js, Express, SQL, Sequelize, Mongoose, AJAX, Jest, Handlebars, React, JSX

Applications: Git, npm, MySQL, MongoDB, Visual Studio Code, Terminal, Slack, Zoom, Microsoft Office products: Word, Excel, Power Point, Publisher, Outlook, and Access, Google Drive applications: Docs, Sheets, and Slides

EDUCATION

Certificate of Completion in Web Development: *Georgia Tech Professional Education*
Atlanta, GA (to be completed in August 2020)

Bachelor of Science in Information and Computer Science: *The Georgia Institute of Technology* Atlanta, GA, with Honor, Cooperative Program, Certificate Engineering Psychology

RELEVANT PROFESSIONAL EXPERIENCE

Senior Software Engineer 1995 – 1998
PACS Software Alpharetta, GA
Redesigned legacy DOS-based Time and Billing application for Windows from the ground up using Delphi (object-oriented IDE for rapid application development) and TurboPower Orpheus.

Lead Engineer 1993 – 1995
Prentice Hall Professional Software Smyrna, GA
Developed new features and updated business tax software with yearly tax law changes using Borland Pascal and TurboPower.

Software Analyst 1991 – 1993
Gerber Alley Norcross, GA
Analyzed client issues to find and solve software defects in hospital information system.

Cooperative Education Student 1987 – 1990
Southern Company Services Atlanta, GA
Manned operating system support desk, developed project tracking application for database support team.

ADDITIONAL PROFESSIONAL EXPERIENCE

Registrar/Student Records Clerk 2016 – present
Pinckneyville Middle School *Peachtree Corners, GA*

Register new students, process withdrawals, fulfill records requests, manage student files, maintain student/parent information in database, create database queries as needed.

Substitute Teacher 2009 – 2016
Gwinnett County Public Schools *Suwanee, GA*

Filled in for Teachers (Regular and Special Ed), Paraprofessionals, Resource, Office/Clerical, and Clinic Worker.

Human Resources/Bookkeeper 2014 – 2015
North Metro Academy of Performing Arts *Norcross, GA*

Processed payroll, coordinated employee benefits, paid bills, produced financial reports.

Lead Teacher/Assistant Teacher 2007 – 2010
Christ the King Preschool *Peachtree Corners, GA*

Developed curriculum and lesson plans as lead teacher for one year, assisted lead teacher with implementing lessons for two years.

VOLUNTEER EXPERIENCE

Troop Leader 2007 – 2020

Service Unit Registrar 2008 – 2013

Girl Scouts of Greater Atlanta, Inc. - Norcross Service Unit *Norcross, GA*

Troop Leader: organized fun, interactive, girl-led activities to support and encourage girls to earn badges and high awards. Registrar: process all registrations from the Norcross area; developed Access database to maintain registration information; assist with maintenance of organization's website.

Children's Ministries Volunteer 2004 – present
Simpsonwood United Methodist Church *Peachtree Corners, GA*

Assisted with various roles in Vacation Bible School: Preschool Storyteller, Elementary Storyteller, and Shepherd. Taught Sunday School to various students, age 2 through 5th grade. Assisted Director with other projects, as needed.

PTA Volunteer 2004 – 2013
Simpson Elementary School *Peachtree Corners, GA*

Coordinated parent volunteers for 5th grade musical and performed all necessary communication between Music Teacher and parents for the various Chorus performances. Choreographed and taught dance number for 5th grade musical. Assisted in Media Center and Reading Room by checking in/out books, shelving books, and performing inventory. Volunteered for various other events for both the whole school and for individual classroom teachers.

Alumna Adviser 1994 – 2000
Alpha Gamma Delta Fraternity, Gamma Phi Chapter, Georgia Tech *Atlanta, GA*

Advised collegiate officers: VP Finance - coordinated financial audit and completed annual tax return; Activities Coordinator - ensured all necessary paperwork was complete for insurance purposes.