

Andrea C. Bentley

770-847-6763

andrea@bentleytech.com

Qualifications

- Enrolled in Coding Boot Camp, learning JavaScript, HTML, CSS, jQuery, Node.js, MySQL, MongoDB, React.js, Express.js, Git, and more
- Experienced Software Developer, utilizing object-oriented programming, rapid application development, version control, quality assurance, user documentation
- Strong analytical abilities, problem solver, communication skills, sense of responsibility and commitment, standards and conventions follower, high ethical standards, cooperative teamwork
- Working knowledge of Microsoft Office products: Word, Excel, Power Point, and Access, as well as Google Docs, Sheets, and Slides.

Education

Georgia Tech Professional Education, Atlanta, GA

2020 Certificate of Completion in Web Development

Georgia Institute of Technology, Atlanta, GA

1991 B.S. Information and Computer Science, with Honor, Cooperative Program, Certificate in Engineering Psychology

Relevant Professional Experience

PACS Software, Alpharetta, GA

Oct 1995 - Sep 1998 Senior Software Engineer – Developed Windows based time and billing system for accountants

Prentice Hall Professional Software, Smyrna, GA

Jul 1993 - Oct 1995 Lead Engineer – Developed new features and updated business tax software with yearly tax law changes

Gerber Alley, Norcross, GA

Jun 1991 - Jul 1993 Software Analyst II – Analyzed client problems to find and solve software defects in hospital information system

Recent Work Experience

Pinckneyville Middle School, Peachtree Corners, GA

July 2016 - Present Registrar/Records Clerk – Register new students, process withdrawals, fulfill records requests, manage student files, maintain student/parent information in database, create database queries as needed

Gwinnett County Public Schools, Suwanee, GA

Aug 2009 - May 2016 Substitute – Teachers (Regular and Special Ed), Paraprofessionals, Resource, Office/Clerical, and Clinic

North Metro Academy of Performing Arts, Norcross, GA

Aug 2014 - Jan 2015 HR/Bookkeeper – Processed payroll, coordinated employee benefits, paid bills, produced financial reports

Christ the King Preschool, Peachtree Corners, GA

Sep 2005 - May 2011 Lead Teacher/Assistant Teacher/Substitute

Volunteer Experience

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

Sep 2007 - Present Troop Leader – final year with troop that began 13 years ago

May 2008 - Sep 2014 Service Unit Registrar – process all registrations from the Norcross area; developed Access database to maintain registration information; assist with maintenance of organization's website

Simpsonwood United Methodist Church, Peachtree Corners, GA

Sep 2004 - Present Children's Ministries Volunteer – Vacation Bible School; Sunday School; and other areas, as needed

Simpson Elementary School, Peachtree Corners, GA

Sep 2004 - May 2013 PTA Volunteer – Media Center, Reading Room, and other areas

Alpha Gamma Delta Fraternity, Gamma Phi Chapter, Georgia Tech, Atlanta, GA

Sep 1994 - Dec 2000 Alumna Adviser – served as an adviser to college-age officers