

# ANDREA C. BENTLEY

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## SUMMARY

Full Stack Web Developer with seven years experience in accounting and healthcare 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. Exemplary written and verbal communication skills.

## TECHNICAL SKILLS

**Languages/Libraries/Frameworks:** React.js, JSX, Javascript, HTML5, CSS3, jQuery, Bootstrap, Materialize, Node.js, Express, SQL, Sequelize, Mongoose, AJAX, Jest, Handlebars

**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

2020

**Bachelor of Science in Information and Computer Science:** *The Georgia Institute of Technology*

With Honor, Cooperative Program, Certificate in Engineering Psychology

Atlanta, GA

1991

## RELEVANT PROFESSIONAL EXPERIENCE

**Senior Software Engineer**

10/1995 – 09/1998

**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**

06/1993 – 10/1995

**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**

06/1991 – 06/1993

**Gerber Alley**

*Norcross, GA*

Analyzed client issues to find and solve software defects in hospital information system.

## ADDITIONAL PROFESSIONAL EXPERIENCE

**Registrar/Student Records Clerk** 07/2016 – 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** 08/2009 – 05/2016  
***Gwinnett County Public Schools*** *Suwanee, GA*

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

**Human Resources/Bookkeeper** 08/2014 – 01/2015  
***North Metro Academy of Performing Arts*** *Norcross, GA*

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

**Lead Teacher/Assistant Teacher** 08/2007 – 05/2010  
***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

**Foster** 2020 – present  
***FurKids Animal Rescue and Shelter*** *Cumming, GA*

Care for cats and kittens until they are ready to be adopted.

**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; assisted with maintenance of organization's website.

**Children's Ministries Volunteer** 2004 – 2020  
***Simpsonwood United Methodist Church*** *Peachtree Corners, GA*

Assisted with various roles in Vacation Bible School; taught Sunday School to various students; 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. Volunteered in various roles, including Media Center, Reading Room, school-wide events, and classroom.

**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.