Austin Merilos

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🌐 austinmerilos.com

Career Objective

A tech-oriented, diligent professional with experience managing projects, creating and managing websites, internal and external communication, and client relationships and records. Proven adaptable in high-volume organizations with detail-oriented work, collaborating with cross-functional teams to meet organizational goals.

Professional History

Consultant   *February 2024-Current*
Beauregard community action association. Inc. Deridder, LA

- Managed and maintained website content, ensuring accuracy and relevance.
- Managed grant budgets, ensuring proper allocation of funds in compliance with grantor requirements and organizational goals
- Administered client records, creating, editing, and deleting entries as needed.
- Collaborated with program directors to align funding proposals with the organization's objectives and community needs.
- Promoted third-party nonprofit resources on the website, enhancing user experience.
- Utilized REST API requests to fetch and integrate data.
- Provided technical support and training to employers, troubleshooting software issues.
- Entered client data, coordinating with assistance programs to ensure accurate records.
- Collaborated with management to identify website needs, informing strategic decisions .

Jr. Software Engineer   *August 2021-November 2022*
Swimply Los Angeles, CA

- Developed features and resolved issues across web and mobile platforms.
- Utilized TypeScript and JavaScript within a React environment, employing hooks for efficient coding.
- Implemented functional components styled with Style Components and Material UI for enhanced design and user experience.
- Successfully implemented new features, webpages, and adjustments according to Figma design specifications.
- Integrated Segment data tracking to incorporate user data for informing product decisions.
- Assisted Senior Software Engineers by implementing and updating components as directed.
- Operated in an agile environment, participating in daily stand-ups, retrospectives, sprints, and scrums.
- Conducted QA testing, reviewed, committed, and approved pull requests using Git workflow on GitHub.
- Timely received and completed assigned tickets on Jira, prioritizing tasks based on their urgency and importance.

Freelance Contractor   *July 2020-October 2020*
PainScored Lafayette, LA

- Deconstructed and adapted ignite CLI boilerplate, authentication screens, and project structure.
- Adapted project frameworks and streamlined authentication processes for improved efficiency.
- Worked collaboratively with teams on design mockups and user interface layouts.
- Assisted in implementing navigation and mapping features for various applications.
- Participated in project reviews, providing feedback and contributing to team discussions.
- Managed project timelines and workflows, ensuring tasks were completed on schedule.
- Conducted testing on multiple platforms to ensure functionality and performance.

Web Coordinator   *July 2016-August 2020*
University of Louisiana at Lafayette Office of STEP Support Lafayette, LA

• Assigned to the Student Technology Enhancement Program (STEP) at the University of Louisiana at Lafayette, aimed at enhancing campus technology and smart classrooms.

• Responsible for formatting the website according to campus guidelines and ensuring page designs align with the university's style.

• Utilize the Drupal 7 framework to add or remove content as necessary.

• Maintain and update the inventory database.

• Produced and edited training videos using Adobe Premiere.

• Collaborate and communicate effectively with colleagues using Microsoft Teams.

• Manage and guide student workers.

• Developed and maintained comprehensive spreadsheets tracking university grants, ensuring data accuracy and compliance.

• Edited and refined proposals to meet submission guidelines, coordinating documentation and ensuring timely submission.

• Supported data management for pre-awarded proposal submission.

• Managed software procurement and renewal records using Excel and OneDrive, maintaining budget transparency and accountability.

• Promoted and manage digital marketing on campus, promoting awareness and engagement.

• Collaborated with cross-functional teams to optimize campus technology, prioritizing customer satisfaction and driving continuous improvement.

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Education:

Bachelor of Science in Computer Informatics   May 2020
University of Louisiana at Lafayette

Bachelor of Liberal Arts in Communication   December 2018
University of Louisiana at Lafayette

Relevant coursework:

• Collaborated with a group of peers to develop a supervised machine learning algorithm in Python aimed at identifying instances of Medicare fraud for a local software company. Designed a Python script to extract data from CSV files and generate predictions using a random forest algorithm. Applied Agile Methodologies, integrating daily stand-ups, retrospectives, and scrum meetings into our development workflow. Utilized Jira project management software to generate tickets and monitor project deadlines. Established a Medicare fraud database with PostgreSQL and crafted a UI mockup and presentation using Tableau.

• Contributed to diverse projects encompassing audio and video production. Produced student documentaries and newsreels, managing camera and stage equipment. Utilized video and audio editing software Adobe Premiere and Audition, wrote scripts and storyboards, and oversaw the production of news reels. Conducted numerous interviews for news projects, gaining insights into legal aspects such as liability and relevant laws associated with news reporting.

Relevant skills:

- Git
- Data management
- Project management
- Verbal and written communication
- Drupal
- Team Collaboration
- Time management
- Website Management

- Content Writing
- Copyediting
- Adobe Creative Suite
- Atlassian Jira
- Slack
- Tableau
- Figma
- JavaScript
- TypeScript

- HTML
- CSS
- CMS
- SQL
- Databases
- MicroSoft suite(word, excel, powerpoint, outlook)
- Google suite