

ELIZABETH TUCKER

She/Her • Chester, CT 06412 • Phone: (860) 938 0319 • bits.tucker@gmail.com • www.linkedin.com/in/eliz-tucker

PROFILE

Highly organized, efficient, and adaptable, I am a quick learner with experience in EDI, SaaS, and restructuring systems to make them more efficient.

TECHNICAL SKILLS

HTML, CSS, Git, Node.js, Express.js, MySQL, MongoDB, React, project management, software testing, database management, technical support.

EXPERIENCE

Operations/IT Andre Prost, Inc., Old Saybrook, CT

March 2010 - June 2014, April 2017 - August 2023

- Oversaw implementation of various IT projects including phone system upgrades, migration to Exchange email system, maximizing workflow efficiency, and coordination of companywide remote work during the COVID-19 pandemic
- Managed EDI systems, including the transition from DiCentral to SPS Commerce- testing, programming and troubleshooting for individual customers as they onboarded
- Created and implemented Foreign Supplier Verification Program
- Coordinated with international suppliers to place orders, collect and catalog documents, and arrange exports to Canada

Adult Programming Librarian Henry Carter Hull Library, Clinton, CT

June 2014 - March 2017

- Arranged, scheduled, and marketed all Adult Programs, doubling attendance
- Oversaw and maintained the upgrade of www.hchlibrary.org (design now defunct), as well as overall brand refresh
- Assisted the Reference Librarian with technological upgrades and cataloging
- Coordinated outreach/collaboration with local agencies
- Wrote grants to fund library programs and technological upgrades

Press Accreditation Coordinator Sundance Film Festival, Park City, UT

September 2009 - February 2010

- Created application for media members to apply for accreditation to the 2010 Sundance Film Festival
- Collected, analyzed, and reviewed hundreds of media applications for accreditation
- Oversaw media check-in at the Festival
- Assisted with screenings and events

EDUCATION

University of Texas at Austin, Austin, TX (remote) – *Web Development Bootcamp Certificate*

HTML5, CSS3, Javascript, jQuery, Bootstrap, Express.js, React.js, Node.js, Database Theory, MongoDB, MySQL, Command Line, Git.

Southern Connecticut State University, New Haven, CT – *Master's of Information and Library Science*

Special Project Title: *Romance Novels in Public Libraries: Perception Versus Reality*

University of Connecticut, Storrs, CT – *Bachelor of Arts, French*

Studied abroad in Paris, France, September 2005 - July 2006