

Carolina I. Yoedhana

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Objective

- Full-stack web developer

Education

CODING BOOT CAMP STUDENT | PRESENT | UNIVERSITY OF WASHINGTON, SEATTLE, WA

- Full Stack Web Developer

CERTIFICATE OF ACHIEVEMENT | DECEMBER 2011 | OHLONE COLLEGE, FREMONT, CA

- Early Childhood Education

MASTER OF BUSINESS ADMINISTRATION | 13 DECEMBER 2001 | UNIVERSITY OF SAN FRANCISCO, CA

- Major: E-Commerce

BACHELOR OF SCIENCE | 4 SEPTEMBER 1998 | CALIFORNIA STATE UNIVERSITY – EAST BAY, CA

- Major: Business Administration
- Option: Computer Information Systems and Business Computer Telecommunications

Technical Skills

- Javascript, HTML5, Bootstrap, JQuery, Node, Express, MySQL, and MongoDB.
- MYOB accounting system: MYOB South Asia.
- Pediatric First Aid CPR AED.

Experience

PRESCHOOL LEAD TEACHER | NEWPORT CHILDREN SCHOOL | 2 SEPTEMBER 2019 – 31 JULY 2020

- Lead Preschool age group of 12 children.

PRE-K TEACHER | KIDS CONNECTION PRESCHOOL | 1 NOVEMBER 2017 – 15 JUNE 2019

- Lead Pre-K class alongside a co-teacher responsible for monthly lesson plans and assessment.
- Maintained continuous communications with parents through boards, letters, and direct conversation.

SENIOR CLERK CLASS 1406 | SFO BUSINESS AND FINANCE | 13 FEBRUARY 2017 – 21 AUGUST 2017

- Provided support to all Finance staff handling documents for signatory; logging routed items; processing reimbursements and vacation request; updating Capital Finance team calendar.
- Direct support to the Capital Finance Director's responsible for maintaining meeting arrangement, agendas, and correspondence.

PART TIME ADMINISTRATIVE ASSISTANT | PRECISION PLASTICS, LLC., UNION CITY, CA | 4 APRIL 2016 – 10 FEBRUARY 2017

- Processes Sales, Purchase Orders, Accounts Receivable and Accounts Payable using QuickBooks™ Premier.
- Manage customer's accounts and relation.

MANAGER FOR ADMINISTRATIVE DEPARTMENT | U.D. TRIMURTI, DENPASAR, BALI | 23 SEPTEMBER 2013 – 30 MAY 2015

- Adapted and implemented MYOB™ accounting software to handle Point of Sales, Inventory, Purchase Orders, Invoices and Financial record.

- Produced in-house user guide and conducted training sessions for MYOB™ software switch.
- Built and maintained MYOB™ inventory content.

PRESCHOOL LEAD TEACHER | HEARTS AND HANDS PRESCHOOL, FREMONT, CA | 02 APRIL 2012 – 31 MAY 2013

- Lead three-year-old full day classroom and responsible for classroom's lesson plans and activities, assessment and parent conferences.

PART TIME PRESCHOOL AID/SUBSTITUTE TEACHER | HOLY SPIRIT PRESCHOOL, FREMONT, CA | 03 JANUARY 2011 – 30 MARCH 2012

- Provided necessary support to primary teachers in keeping up with ratio, schedule and activities.

SUPERVISOR FOR DOCUMENT IMAGING DEPARTMENT | FREMONT BANK, HAYWARD, CA | 23 APRIL 2003 – 19 MAY 2006

- Supervised Scanning and Imaging team members with responsibility to support Loan Servicing Department for new hire training event on ITI Director™ Imaging System.
- Managed and coordinated daily workflow and request from external departments.