

# ERICA SUE

SOFTWARE ENGINEER

## DETAILS

### PHONE

650-418-0223

### EMAIL

erica.sue143@gmail.com

## SKILLS

HTML & CSS

JavaScript

Git

React

React Native

Node.js

MongoDB

PostgreSQL

OOP

Web Accessibility

CRM Software

Data Entry & Analysis

Typing Speed: 85+ wpm

## LINKS

[LinkedIn](#)

[GitHub](#)

[Portfolio](#)

## PROFILE

Practical, detail-oriented, software engineer with an interest in AI interfaces. Proven track record of creating and implementing successful front and back end web applications. Looking to bring my skills to an organization with global reach.

## EMPLOYMENT HISTORY

### Full Stack Web Developer, Freelance

Remote

Mar 2022 — Present

Create full stack web applications and static web pages for clients across small and medium size businesses.

### Software Engineer, 100devs

Remote

Jan 2022 — Present

- Collaborate with a team of developers to build modern and responsive web applications using best practices.
- Build semantically structured full stack web applications.

### Project Coordinator/Analyst, TRC Companies, Inc.

New York, NY

Oct 2019 — Nov 2021

- Worked in collaboration with Sr. Project Managers, Engineers, and Billing Specialists to execute proposal/project setups and maintain all phases of the project life cycle to ensure an accurate financial project closeout.
- Prepared subcontractor agreements, client deliverables, e-RFPs/RFPs and client-specific invoice packages in accordance with their contract terms.
- Prepared weekly and monthly financial reports to analyze spending costs and identify possible problems.

### Accounts Receivable/Accounts Payable Specialist , LOG-ON Computer & Mailing Services

New York, New York

Jul 2016 — May 2019

- Managed administrative tasks for clients and vendors; new account set ups, personnel updates, tax-exempt certificates, and submission of POs and invoices for payment.
- Processed client/vendor payments and bank deposits on a daily basis. AR/AP reconciliation were completed each month.

## EDUCATION

### BA in Psychology, St. John's University

Queens, NY

May 2016

## REFERENCES

References available upon request