ELEAH BURMAN | Software Engineer

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I am a creative junior software engineer, with exceptional communication and problem-solving capabilities. I am proficient in Python, HTML, CSS, JavaScript, Express, and React. Having previously worked as an executive assistant for seven years, I also possess attention to detail and the ability to be agile in evolving work scenarios.

SKILLS

- **Languages & Frameworks:** HTML, CSS, JavaScript, Node.js, React.js, Express.js, Sequelize, Vue.js, Python, Flask.js
- **Databases & Platforms:** MongoDB, PostgreSQL, AWS
- **Tools:** Microsoft 365, Camelot, Pandas, GitHub, Visual Studio Code, Command Line, Mongoose, Insomnia, Postico, MongoDBCompass

EDUCATION

General Assembly | Software Engineering 450+ Hour Immersive Program | June 2023
Coursera | Google | Crash Course on Python | August 2023
Coursera | Duke University | Python and Pandas for Data Engineering | August 2023
Coursera | Meta | Front-End Developer - 9 Course Series | In Progress - Completed Course 1
Coursera | Meta | Back-End Developer - 9 Course Series | In Progress - Completed Course 1
New York University | **Bachelor of Fine Arts**

SELECT SOFTWARE ENGINEERING PROJECTS

Drag Queen Collector | June 2023 - Unleash your passion for drag queens, curate their captivating outfits, and capture their electrifying performances for the ultimate queen collection
- Built with Python, Django, PostgreSQL, and AWS | [GitHub Repository](#) | [Deployed Link](#)
Bite Buddy | May 2023 - Ignite your culinary creativity with our React-based group project, leveraging an API to curate customized recipe boards
 - Built with React, Node, MongoDB and utilizes an API | [GitHub Repository](#) | [Deployed Link](#)
Caffeinate-Me | April 2023 - Indulge your coffee cravings with this open-source MEAN stack application, infused with Google OAuth, enabling you to effortlessly add and review cafes, edit your reviews, and connect with fellow coffee enthusiasts
- Built with Mongoose, Express, Node and utilizes CRUD | [GitHub Repository](#) | [Deployed Link](#)
Cat Vs Cat Lady| March 2023 - A game designed for frustrated cat owners who also happen to love tic-tac-toe.
 - Built with HTML, CSS and Javascript | [GitHub Repository](#) | [Deployed Link](#)

RELEVANT EXPERIENCE

Junior Software Engineer/Office Manager | Tokio Marine HCC | New York, NY | June 2023 - Current
- Functions in a hybrid position utilizing Python, Java, Camelot, and Pandas to seamlessly generate CSV files from PDFs, facilitating comprehensive risk management of the insurance team
- Successfully tackles Python edge cases with the Risk Manager

- Maintains orderly and efficient office, including generating invoices, expense reports, and caters to client needs within the insurance and credit spaces

Executive Assistant | Citadel | New York, NY | October 2022 - March 2023
- Proactively anticipated demands and meeting arrangements of multiple senior software engineer executive calendars
- Developed travel itineraries and logistics utilizing Concur system
- Acted as liaison between Executive, their Senior Directs, and business colleagues
- Managed facilities/space planning, team outings and events, and the onboarding of new employees

Executive Assistant | Plaza Management | New York, NY | April 2022 - June 2022
- Managed scheduling and global travel arrangements for company executives
- Drafted, reviewed, and sent communications on behalf of company executives
- Organized and prepared documents and logistics for meetings

Office Manager | Vise | New York, NY | August 2021 - March 2022
- Maintained office and created weekly schedules with management and drove all projects to completion
- Reported office progress and consulted with senior leadership to implement procedure enhancements
- Managed all corporate bank and credit card accounts, bills, and created events for 200 employees monthly