

# ELEAH BURMAN | Software Engineer

New York, N.Y. | 516-965-3140 | EleahJBurman@gmail.com | GitHub | Portfolio | LinkedIn

As a highly motivated and creative full-stack software engineer, I possess a strong passion for front-end web design and back-end solutions. I was an executive assistant for seven years and I am changing careers with a range of skills including attention to detail, problem solving skills, and communication. I am proficient in HTML, CSS, JavaScript, Python, Express, React, and Python. My passion for my work stems from a desire to provide visually appealing and helpful solutions for clients.

## SKILLS

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

## EDUCATION

**General Assembly | Software Engineering Immersive** | March 2023 - June 2023

**New York University | Bachelor of Fine Arts** | April 2013 | GPA: 3.8

## SOFTWARE ENGINEERING PROJECTS

**Rainbow Words** | January 2023 - Built with HTML, CSS and Javascript | GitHub Repository | Deployed Link

**Caffeinate-Me** | February 2023 - Built with Mongoose, Express, Node and utilizes CRUD | GitHub Repository | Deployed Link

## RELATIVE EXPERIENCE

**Executive Assistant | Citadel** | New York, NY | October 2022 - March 2023

- Proactively anticipated the timing demands on multiple senior executives calendars and managed it accordingly.
- Helped the senior executive prioritize the demand on their time.
- Maintained calendars and handled scheduling of all meetings and appointments.
- Answered phone calls daily.
- Ensured critical matters get due attention from the senior executive.
- Organized and arranged both onsite and offsite meetings and other event planning duties.
- Handled office management duties, including supply inventory and purchasing, guest registration and facilitating maintenance requests with building management.
- Arranged travel needs through internal travel department and created complete travel itineraries for all trips.
- Managed, organized and maintained accurate files.
- Acted as liaison between Executive, their Senior Directs, and business colleagues.
- Performed other duties as assigned including facilities/space planning, team outings and events, and the organization of onboarding for new employees.

**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 to senior management and worked with them to improve office operations and procedures.
- Managed all corporate bank and credit card accounts and bills. Created pivot tables by using Excel for the weekly expense sheet. Used Brex for company purchases.
- Created events each month for employees.
- Managed the relationship with the building administration to ensure the high quality of services.