

# 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, 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

## SOFTWARE ENGINEERING PROJECTS

**Rainbow Words** | March 2023 - A word search using JavaScript, HTML, and CSS that awards the user a trophy depending on how many turns it takes for the user to find all the words.

- Built with HTML, CSS and Javascript | [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](#)

**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](#)

**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, and PostgreSQL | [GitHub Repository](#) | [Deployed Link](#)

**Cat Vs Cat Lady** | June 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

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

- Proactively anticipated the timing demands on multiple senior software engineer executives calendars and managed it accordingly.
- Maintained calendars and handled scheduling of all meetings and appointments.
- Arranged travel needs using concur through the 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 onboarding for new employees.
- Prepared comprehensive pivot tables, PowerPoint slides, and Excel workbooks for the CEO and CTO to ultimately review.

**Executive Assistant | Plaza Management** | New York, NY | April 2022 - March 2022

- Managed scheduling for company executive(s).
- Drafted, reviewed and sent communications on behalf of company executive(s).
- Organized and prepared for meetings, including gathering documents and attending to logistics of meetings.
- Prioritized emails and correspondence..
- Coordinated travel arrangements.
- Maintained various records and documents for company executive(s).

**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 events each month for 200 employees.
- Managed the relationship with the building administration to ensure the high quality of services.

## EDUCATION

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

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