

# Glynnis Thomas

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## HIGHLIGHTS

- I completed LaunchCode's intensive LC101 program both as a student, and then again as a Teaching Fellow, culminating in a capstone project detailed below.
- I have been working at a web design and marketing company for nearly 8 years, and am looking to move from an administrative/project manager angle into backend or application development.
- I am eager to try new things and am a quick learner. I pride myself on being able to efficiently learn new skills and manage my time to meet important deadlines.
- I pride myself on understanding differing points of view, and I have excellent conflict resolution and problem-solving skills.

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## SKILLS

### Programming Languages

C# / ASP.NET Core  
Python  
HTML / CSS

### Operating Systems

Linux (Ubuntu)  
Windows

### Software

Visual Studio  
Git / GitHub  
WordPress

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## EDUCATION

### LC 101, Kansas City, MO

April 2017

*Certificate of Achievement in Programming Fundamentals*

- An introduction to programming class for non-computer science majors, offered by LaunchCode
- Unit 1 covered programming fundamentals and was done using Python 3, unit 2 covered the basics of web applications using Python 2 and Google App Engine, and for unit 3 I chose the back-end skill track and learned C#

### Online Learning

2015-Present

- Udacity: Web Development
- Udemy: Python Mega-Course
- CodeCademy: Python, HTML & CSS, the Command Line, Java, JavaScript
- Coursera: Learning How to Learn

### Cornell College, Mount Vernon, IA

June 2005

*Bachelor of Arts, Socioanthropology, Minors in Psychology and Women's Studies*

- Participated in a leadership role in two several groups and was a member of the choir, chamber singers, band, and the social group Alpha Sigma Pi.

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## PROJECT EXPERIENCE

### Medication Manager

March 2018

*A tool to help people manage their daily medications. It provides a list of current medications for your doctor.*

- Utilizing Visual Studio ASP.NET Core and MSSQL Local Database to create a medication management application
- Maintains a list of prescription medications
- Creates a list of medications for the user to supply to their physician

## Tech Jobs Assignment

March 2017

*A tool to allow personnel to more easily search for available jobs for potential candidates.*

- Utilized Visual Studio ASP.NET Core with CSV data
- Analyzed source code, extended existing system to allow new jobs to be added to the system
- Implemented keyword search to display relevant results

## WORK EXPERIENCE

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### **Accounts Manager, Fox Web Creations, Kansas City, MO**

*July 2010-Present*

- Oversees client relations management communication and file system for communicating with clients
- Assists in web development by updating content for all WordPress site clients, including HTML and CSS, and trains clients with completed projects on how to manage their own content
- Edits and prepares marketing materials for SEO, both for Fox Web and other clients who contract out our marketing services
- Prepares proposals and contracts, manages all invoicing, bookkeeping and reconciliation, and past due accounts

## OTHER WORK EXPERIENCE

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### **Teaching Fellow, LaunchCode, Kansas City, MO**

*September 2017-March 2018*

- Assisted a group of about 10 students per unit through the LaunchCode LC101 course. Facilitated teamwork, relationships between students, and personal connections between myself and the students, encouraging them to complete the class
- Duties included: taking attendance, facilitating studios, checking assignments, answering questions, leading review sessions and conducting “mini-lectures” when necessary to check understanding

### **Data Entry Clerk II, The Mint, Kansas City, KS**

*December 2009-July 2010*

- Retrieved digital photos from an FTP server (via FileZilla) and listed relevant information into Excel spreadsheets, to be posted later online
- Researched additional information relating to images and added to listings to improve marketability
- Trained new associates

### **Collector, Encore Receivable Management, Olathe, KS**

*October 2009-January 2010*

- Reached out to delinquent customers to resolve debt issues and bring accounts current
- Responsible for accepting all incoming calls and payments, as well as resolving inquiries on accounts
- Studied and followed all applicable state and federal laws

### **Customer Service Representatives, T-Mobile, Merriam, KS**

*September 2008-October 2009*

- Received incoming calls from customers and assisted with issues ranging from billing and account maintenance to technical troubleshooting and ordering products
- Kept up to date on specs for all equipment, plans, and services available, and ensured customers had the best options available for their needs
- Worked with agitated customers to deescalate situations and find solutions that worked for everyone

*For additional work history, please refer to my LinkedIn profile: <https://www.linkedin.com/in/gt-rc1/>*