

# AMBER MULHOLLAND



A recent graduate of CareerFoundry's web development course, I'm ready to gain IT experience in a real world environment.

## CONTACT

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## EDUCATION

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### Full Stack Web Developer Course

CareerFoundry (May to November 2015)

### M.A. English Literature

Creighton University (2008)

### B.A. English Literature

Hastings College (2006)

Graduated *summa cum laude*

## SOFTWARE SKILLS

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Microsoft Office



SharePoint



Terminal 4 CMS



HTML/CSS



Bootstrap



SQL



Ruby on Rails



Heroku



JavaScript



jQuery



## WORK EXPERIENCE

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### Clerical Officer - Grade 4 | Queen's University Belfast

*March 2016 - Present*

- Worked as part of the Digital Innovation Team to coordinate the transition of School webpages from static to responsive webpages utilizing Content Management System.
- Serviced several committees and provided diary management and travel arrangements for senior members of staff.
- Coordinated seminars, lectures and other educational and social events for staff and students. Also planned and administered public events, to include publicity, finance, administration and registration.
- Supported PhD and doctoral students in their journey from the point of recruitment, to include maintenance of databases, student communication and processing of student milestones.
- Crafted bi-annual research newsletter for digital and print distribution within and external to the University and implemented a research-specific, weekly digital update for internal use.

### Clerical Officer - Grade 3 | Queen's University Belfast

*August 2013 – February 2016*

- Created content for and updated school research webpages using a content management system.
- Maintained precise student records in digital and physical formats correlated with University specific software requirements.
- Facilitated student recruitment, from advertisement and shortlisting to admissions and induction.

- Provided a point of contact for undergraduate and postgraduate students, taking part in student recruitment days, registration and exams processes.

**Library Assistant** | Libraries NI

*February 2013 - July 2013*

- Provided customer service and reference assistance at a public-facing circulation desk.
- Maintained library databases and created monthly reports on visitors and circulation finance.
- Created, scheduled and delivered community programming for diverse demographic groups, such as Storytimes, book clubs and community-led events.
- Examined library premises and liaised with maintenance workers to ensure optimal function of library facilities.

**Senior Clerk** | Omaha Public Library

*August 2011 - January 2013*

- Recruited, interviewed and trained new members of library staff. Also, I supervised a circulation team of fifteen, to include monthly schedules as well as daily desk schedules.
- Implemented new workflow strategies for maximum staff efficiency and productivity.
- Maintained branch stationery and operational item supply levels within budget constraints.
- Coordinated the promotion of community and library events within the library branch.

**Clerk II/Technical Services** | Omaha Public Library

*June 2008 - August 2011*

- Served as secondary supervisor for library aides in the absence of senior clerical staff.
- Provided customer service and assistance with library computer systems and catalogues.
- Created library item records and corresponding labelling utilising library-specific software and formatting.
- Maintained printers, copiers and other office equipment as well as assisting library patrons with these machines.

**Court Reporter** | Courthouse News Service

*May 2008 - May 2011*

- Scrutinised daily docket report to identify and obtain relevant court cases to the client.
- Composed summaries of relevant court documents in an engaging and factual manner.
- Inputted case information into a CNS database for inclusion in national distribution list.

**Library Aide** | Omaha Public Library

*October 2007 – May 2008*

- Repaired damaged books and audiovisual content.
- Accurately and swiftly processed, sorted and shelved a high volume of library materials.
- Assisted at a busy circulation desk, answering patron queries, complaints and completing general transactions.

## **CERTIFICATIONS & PUBLICATIONS**

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- Nebraska Public Librarian Certification, 2011
- Haschenburger, Amber and Bridget Keegan. "Questioning Canonicity." *The Eighteenth-Century Literature Handbook*. Ed. Gary Day. Continuum Press, 2009. 155-168. Print.

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## PROJECTS

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### **Litote Clothing** | E-Commerce Web App

Responsive e-commerce web app written using Ruby on Rails, Bootstrap, JavaScript, jQuery and Ajax and deployed through Heroku. Features automated mailers, Stripe integration and testing using RSpec with Spork and Guard.

 [github.com/GlitchKitten/newapp](https://github.com/GlitchKitten/newapp)

 [litoteclothing.herokuapp.com](https://litoteclothing.herokuapp.com)

### **To Do List** | Single Page To Do List

Simple, responsive single-page to do list, utilising Ruby on Rails, Bootstrap and AngularJS and deployed through Heroku. Features sorting of items, colour coding and a bright, minimal design.

 [github.com/GlitchKitten/rails-todo](https://github.com/GlitchKitten/rails-todo)

 [amulhollandtodo.herokuapp.com](https://amulhollandtodo.herokuapp.com)

### **The Infinite Library** | (ongoing project)

Current project working with the Ruby on Rails platform to create a rolling library of my favorite quotes and book covers. It is hoped that this will utilise the Goodreads API to collect covers and book information.

 [github.com/GlitchKitten/quote](https://github.com/GlitchKitten/quote)