AMBER MULHOLLAND

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

CONTACT
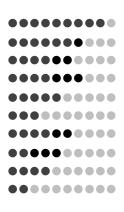
0756272684
amberbmulholland@gmail.com

EDUCATION

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

Skill	Level
Microsoft Office	●●●●●●●●●○
SharePoint	●●●●●●●○○○
Terminal 4 CMS	●●●●●●○○○○
HTML/CSS	●●●●●●●○○○
Bootstrap	●●●●●○○○○○
SQL	●●●○○○○○○○
Ruby on Rails	●●●●●●○○○○
Heroku	●●●●●○○○○○
JavaScript	●●●●○○○○○○
jQuery	●●○○○○○○○○

WORK EXPERIENCE

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 201*

- 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 201*

- 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

- 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.

PROJECTS

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   litoteclothing.herokuapp.com

To Do List | Single Page To Do List

Simple, responsive single-page to do list, utilisting 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   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