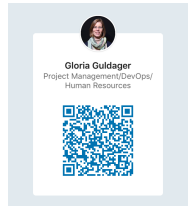


GLORIA GULDAGER

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LinkedIn: <https://www.linkedin.com/in/gloria-guldager/> • Github: <https://github.com/GloGuldager>

Portfolio: <https://gloguldager.github.io>



SUMMARY

Experienced Manager with skills in IT Project Management, Financial Management, Human Resources and executive team leadership with proven ability to perform multi-function management and provide successful delivery of year-end operations budget within organizational guidelines. Responsible for budgeting and forecasting, expense reporting, risk management, status reporting, and execution. Collaborated with group leaders to schedule, communicate and manage events. Excellent communication and effectively led teams to achieve common goals. Highly adaptable to new technologies and enjoys implementing new systems to solve problems. Enjoys working with data. Trusted mentor. Skilled in conflict management.

TECHNICAL SKILLS

Languages: HTML, CSS/Bootstrap, JavaScript, Node.js/Express, MySQL, MongoDB, React

Applications: Quickbooks, G-Suite/Google Docs, Dropbox, Trello, MSOffice (Excel, Word, Access, PowerPoint)

Additional Skills: Management, Operations, Budgeting, Accounting, Communications, Insurance, Human Resources, Policy/Procedure

EXPERIENCE

Business Manager/Administrator Unitarian Society of Germantown

2010 - 2019
Philadelphia, PA

Manage administrative and financial matters for annual budget. Provide direction and support to other staff, lay leaders, volunteers, renters and contractors. Bookkeeping and budgeting, personnel, communications, IT and data support and management, facilities usage and maintenance, equipment, membership, insurance, and policies and procedures. Strong emphasis on social justice and increasing diversity and inclusion in all aspects of our lives.

- Reduced deficit by more than \$25,000 over three years and presented a no deficit budget for Fiscal Year 2019-20.
- Saved organization over \$6000 annually (since 2017) by eliminating external bookkeeping contract, bringing duties in-house and personally performing the booking and accounting duties. Transferred financials to Quickbooks Online.
- Saved \$4000 on liability insurance policy by negotiating with new insurance Broker.
- Successfully implemented database transfer to Breeze and setup new auction data management program Auctria.

Executive Director Theatre Alliance of Greater Philadelphia

1998-2000
Philadelphia, PA

Managed administrative, financial, personnel and operations functions in support of 40+ member theatres.

- Successfully produced annual Barrymore Awards and Annual Auditions and created StageTix program.

General Manager Walnut Street Theatre

1996-1998
Philadelphia, PA

Successfully performed contract negotiations for all creative talent. Hired and managed all admin and building staff. Performed negotiations with all six union contracts within budgetary guidelines.

- Managed annual budget of \$6-7 million for nonprofit professional theatre producing 10 shows annually.

PROJECTS

OneView Reviews | <https://github.com/GloGuldager/one-view-reviews> | <https://one-view-reviews-api.herokuapp.com/>

- A Chrome Extension harnessing IBM Watson Natural Language Understanding for targeted Amazon product review feedback.
- **Role:** Performed project management with Trello, database setup and manipulation, HTML, CSS, user authentication, assist with back-end javascript, created table presentation materials
- IBM Watson NLU, HTML/CSS Grid, JavaScript, MongoDB/Mongoose, Express.js, Node.js, Chrome Extension

Statue Quest | <https://github.com/GloGuldager/StatueQuest> | <https://statue-quest.herokuapp.com>

- Statue Quest is an app created to give users the opportunity to interact with the City of Philadelphia. Users get the opportunity to look up various landmarks in Philadelphia and log their trip on our website using selfie uploads.
- **Role:** Performed database setup and deployment, HTML, CSS, kanban management
- HTML/CSS Bootstrap Javascript MySQL Sequelize Express.js Node.js Google maps api City of Philadelphia Public Buildings Open Source Data

Lost in Textlation | <https://github.com/GloGuldager/Lost-in-Textlation> | <https://gloguldager.github.io/Lost-in-Textlation>

- Analyze text for emotions to give feedback to use and allow user to change text based on the analysis
- **Role:** Responsibilities included html, css, kanban management, API research
- HTML, CSS/Bootstrap, JavaScript

Bamazon | <https://github.com/GloGuldager/bamazon> | <https://gloguldager.github.io/bamazon/>

- Bamazon is an Amazon-like storefront application constructed with Node.js and MySQL. The app will take in orders from customers and deplete stock from the store's inventory. In addition, there is a manager app that will allow the manager to check inventory, increase items that have a low inventory, add new items and delete items.
- Wrote all code for node application
- Node.js MySQL npm packages Inquirer, Chalk, Cli-Table

EDUCATION

Full Stack Bootcamp Certificate: University of Pennsylvania, Philadelphia, PA

July 2019

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node Js, MySQL, MongoDB, Express, Handelbars.js & ReactJS.

Bachelor of Science in Arts Administration: University of Colorado, Denver, Colorado