

# GLORIA GULDAGER

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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 support and management, facilities usage and maintenance, equipment, membership, insurance, and policies and procedures.

- 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

### **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.
- Team project. 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
- Team project. 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