

# LAUREN GULKUS

## SENIOR ADMINISTRATOR

A business operations professional with a growing software design and development background.

### HIGHLIGHTS

#### AREAS OF EXPERTISE

Agile Project Management, Web Development, Testing, Deployment, Documentation, Continuous Integration, Source Control, Bug Tracking

#### TECHNOLOGIES

Ruby, HTML5, CSS, Rails, Bootstrap, Sinatra, PostgreSQL, WordPress, Heroku, Git, Microsoft SharePoint

#### EDUCATION

Bachelors of Arts, Chemistry and Biology  
*Arcadia University, Spring 2010*

Code Immersion Program  
*Tech Talent South, Spring 2015*

SharePoint 2014 Boot Camp  
*ASPE-IT, Spring 2014*

#### CERTIFICATIONS

PMI-ACP Certification  
*In progress, Expected Completion October 2015*

#### AFFILIATIONS

New Orleans Women in Technology

#### Enterprise Portal Projects

Role: Project Manager, UX Designer, Test Developer  
Products included a requests ticketing tool and a corporate policy content management tool. Each project required custom UI, notifications, and workflow automation. Responsible for all aspects of project management, UX design, UI development, QA and UA test design, deployment, documentation, and user training and support.

#### Corporate Branding Tool

Role: Designer, Developer  
Microsoft Word add-in for generating branded documents. Embeds a menu button with galleries of corporate approved content. Responsibilities: UX design, development.

### WORK EXPERIENCE

#### Senior Administrator *Crowley Marine Corporation; Nov 2012 – Present*

Design and develop enterprise tools using company's content management system and workflow automation software. Manage marine consulting projects for company customers.

#### Legal Assistant *Toxic Litigation Group; Jun 2011 - Sept 2012*

Managed cases and assisted with new business development, including marketing and advertising campaigns, and strategy development.

#### Compliance Associate *Teva Pharmaceuticals USA; Oct 2009 – Mar 2011*

Managed records in compliance with regulatory bodies including: US Customs, CDC, DEA, FDA, and USDA.

#### Customer Support Specialist *Philadelphia Insurance Companies; May 2009 – Aug 2009*

Developed and executed action plans for resolving Client issues.

#### Research Assistant *University of Pennsylvania; June 2006 – Nov 2006*

Performed behavioral testing for an investigation into post-stroke recovery.