

MANDIE KRAMER

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[Portfolio](#) | [GitHub](#) | [LinkedIn](#)

EXPERTISE

Project management, website creation and management, research, problem-solving, documentation, editing, and proofreading. Experience with HTML5, CSS, Bootstrap, Materialize, JavaScript, JQuery, AJAX, APIs, Node.js, NPM, React.js, MySQL, MongoDB, GitHub, Heroku, MVC, ORM (Sequelize, Mongoose). Practices Agile development, using Rally / CA Technologies, JIRA, Trello, GitHub.

EXPERIENCE

NATIONAL INSTRUMENTS

Program Coordinator

08 / 2014 – 06 / 2018

Austin, TX

Coordinated internal and external learning opportunities for 2000+ engineers globally. Helped spearhead the effort to promote adoption of the Office 365 rollout for the Learning & Development team and Human Resources globally in 2017/18. Maintained and updated internal websites, wikis, and the learning management tool (Cornerstone) via WYSIWYG editors, HTML, and JavaScript.

HDR ENGINEERING, INC.

Administrative Specialist

05 / 2012 – 01 / 2014

Austin, TX

Supported five project managers and the office's engineers as needed, assisting with project milestones, QA/QC reviews, delinquent AR accounts, compiling expense reports, arranging travel. Assisted in the proofreading and assembly of proposal materials for the marketing team. Edited dash camera video with Camtasia. Performed road surveys.

ATX HACKERSPACE

Board Member

06 / 2010 - 08 / 2011

Austin, TX

Assured that corporate records were maintained and filed with the state as needed. Maintained publicly available resources such as the website, wiki, and mailing lists. Created company vector logo. Managed yearly holiday bazaar fundraiser and marketing campaign.

E3 PROPERTIES

Internet Media Consultant

07 / 2008 - 03 / 2009

Austin, TX

Assisted several real estate agents in utilizing various forms of online media to advertise available properties. Performed research, composed, edited and maintained business owner's blog. Posted open house listings through various online resources.

EDUCATION

UNIVERSITY OF TEXAS AT AUSTIN CENTER FOR PROFESSIONAL EDUCATION

Full-Stack Web Development Certification

2018

Attended a full-time certification program to hone my web development skills. Knowledge gained includes JavaScript, HTML5, CSS, jQuery, Responsive Design, Bootstrap, React.js, Node.js, MongoDB, PHP frameworks like Laravel, MySQL, Heroku, Security and Session Storage, and User Authentication.

PURDUE UNIVERSITY

Engineering

1997 - 1999