

MANDIE KRAMER

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SKILLS

- Research and Reporting
- Thorough Documentation
- Editing, Proofreading
- Video Editing
- Project Coordination
- Website Creation/Management

DEVELOPMENT SKILLS

- HTML 5
- CSS, Bootstrap, Materialize
- Javascript, JQuery
- GitHub, Heroku
- MySQL
- MVC
- ORM (Sequelize)
- Consuming/Creating APIs
- NPM

EXPERIENCE

UT AUSTIN CODING BOOTCAMP

Full-Time Student

07 / 2018 – present

Austin, TX

Currently attending a full-time web development bootcamp to hone my web development skills.

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.

HDR ENGINEERING, INC.

Receptionist / Administrative Assistant

05 / 2012 – 01/2014

Austin, TX

Administrative Assistant, July 2013 – January 2014: Responsibilities included supporting 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.

Receptionist, May 2012 – July 2013: Responsibilities included answering phones, managing calendars, maintaining the conference rooms and other front office areas, filing and archiving project folders, ordering supplies as needed. This position resulted from being hired on by HDR in October 2012 after performing for them in a temporary contract position through Kforce.

ATX HACKERSPACE

Secretary of the Board

06 / 2010 - 08 / 2011

Austin, TX

Volunteer position responsible for keeping records of Board actions. Assured that corporate records were maintained and filed with the state as needed, composed and edited 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.

XICOM TECHNOLOGY
Administrative Assistant

08 / 2003 - 08 / 2005
Santa Clara, CA

Provided administrative and clerical support for 5+ department managers including Human Resources, IT, Quality Assurance, Engineering and Production managers. Provided analytical and specialized administrative assistance; compiled and analyzed data and prepared reports. Coordinated intra-/interdepartmental activities. Prepared PowerPoint presentations. Created and edited files, updated logs, databases and catalogues, maintained files of engineering drawings, project reports. Processed confidential documents for Human Resources and other department managers. Delegated administrative tasks to others as needed. This position resulted from being hired on by Xicom in February 2004 after performing for them in a temporary contract position through Ultimate Staffing. Restructured and reformatted HR's entire New Employee Manual and Benefits Package documentation and other various forms and documents.

FORTINET, INC.
Office Administrator

05 / 2003 - 08 / 2003
Santa Clara, CA

Responsibilities included answering phone calls, greeting guests, mail/fax distribution, ordering office supplies, scheduling meetings, conference rooms, and frequent travel arrangements for a growing office of ~45 employees, processing office/legal/insurance documents, entering submitted resumes into the database, and maintaining the Human Resources filing cabinets. Supported the CFO, Accounts Payable, Sales Department, Shipping Department and other managers.

ALLIANCE TITLE
Escrow Assistant

07 / 2002 - 02 / 2003
San Jose, CA

Temporary position assigned by OfficeTeam. Responsibilities included supporting two escrow officers, entering new escrow orders into the Impact computer database, ordering preliminary title reports, payoff demands, home owner's association packages, and other documents, assembling file folders, distributing faxes, and answering the phone as needed.

ELI LILLY AND COMPANY
Facilities & Logistics Coordinator / Administrative Assistant

05 / 2000 - 06 / 2002
Indianapolis, IN

Facilities and Logistics Coordinator / Administrative Assistant, July 2001 - June 2002: Responsibilities involved ensuring the needs of 270+ employees were met regarding the acquisition of office space, computer hardware/software and telecommunications, and working with the director on special projects to improve the working environment. Administrative responsibilities involved supporting two supervisors and assisting in the creation and editing of documentation and presentations for seven different departments.

Staffing & Logistics Assistant, May 2000 - July 2001: Responsibilities involved supporting eight managers and supervisors, assisting in the creation of documentation and presentations for five departments, ensuring the needs of 200+ employees were met regarding the acquisition of office space, computer hardware/software and telecommunications, and working with the director on special projects to improve the working environment. This position resulted from being hired on by Eli Lilly after holding the position as a contractor through Kelly Services.

EDUCATION

UNIVERSITY OF TEXAS AT AUSTIN CODING BOOTCAMP
Web Development

2018

PURDUE UNIVERSITY
Engineering

1997 - 1999