**JENNIFER RECINOS**

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[https://github.com/J-recinos |](https://github.com/J-recinos|) recinos.jenn@gmail.com

**Education**

**Brandeis University,** Waltham,MA **May 2014**

*Bachelor of Arts*, Film, Television, & Interactive Media Studies

**CodeSquad**

*Web Development Certificate,* Boston, MA **March–June 2018**

* Graduated from a 15 week long course covering both front and back-end web development through projects, presentations and pair-programing activities

**Technical Toolbox\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Languages :Javascript

Databases :MongoDB

Tools :NodeJS, Git

Web : HTML, CSS, ExpressJS, Ajax, jQuery, Bootstrap

**Experience\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Admissions Technology and Operations Coordinator September 2017 - Present**

*Massachusetts College of Art & Design*, Boston, MA

* Convert PDF forms into letter templates using conditional logic and liquid mark-up in new CRM- Slate
* Create source formats for data imports of prospective student data and vendor leads using self taught methods such as tutorials and online documentation
* Mentor colleagues on new processes to help transition from old CRM

**Admissions Assistant**  **July 2015 - September 2017**

*Massachusetts College of Art & Design*, Boston, MA

* Collaborate across teams to promote and set up fall & spring recruitment events including freshman move-in, admitted students days & open houses
* Coordinate large scale mailings of recruitment & decision materials including viewbooks, rejection/acceptance letters & postcards to approx. 5,000 accepted, potential & rejected students between the Fall & Spring deadlines

**Eli J Segal Citizen Leader Program June - August 2013**

*(Award given to 9 leaders nationally for citizenship leadership)*

*National Association of Gay & Straight Alliance Networks*, San Francisco, CA

* Acted as lead on event logistics, planning & organization of the 2013 National Gathering in Denver, CO - a 4-day conference for 25 LGBT national organizations and nearly 100 guests with workshops on topics affecting the LGBT community
* Participated in weekly national conference calls with member organizations
* Supervised 20 youth for a 3 day workshop titled “Activist Camp” in San Francisco, CA