Highly analytical, detail-oriented and solutions-driven professional with 20+ years of experience in administrative and consulting roles, now transitioning into full-stack web development. Equipped with strong problem-solving skills, a keen eye for process optimization, and a passion for learning new technologies. Eager to leverage my client relations and technical skills to deliver innovative, user-friendly solutions.

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 **EDUCATION**

**Full Stack Web App Development Diploma***Graduated with Honours*   
Canadian Business College

**Projects:**  
Django – <https://suzanne09.pythonanywhere.com/>   
HTML & CSS - <https://famous-pastelito-e8bd74.netlify.app/>   
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**TECHNICAL SKILLS**

* Programming Languages: JavaScript, Python, SQL
* Web Development: HTML, CSS, jQuery, React, Node.js, Angular, Flask, Django
* Database Integration: MySQL, MongoDB
* Operating Systems: Windows
* Tools and Technologies: Visual Studio Code, GitHub, Microsoft Office 365 (SharePoint, Word, Excel, PowerPoint, Visio, Teams)

**PROFESSIONAL EXPERIENCE**

**Career Transition & Professional Development 2023 - Present**

* Completed diploma in Full Stack Web App Development
* Continuous learning and skill updating via LinkedIn Learning & Gale Courses
  + Completed courses include: Creating Web Pages & Introduction to JavaScript
* Part-time dog walker and foster home for rescue dogs

**BGRS formerly Royal LePage Relocation Services 2000 – 2022** **Toronto, ON**

**Web Content Specialist**    **2010 – 2022**  
*Role eliminated as part of company-wide restructuring*

* Built and maintained SharePoint sites
* Supported onboarding of new clients and updating existing clients to ReloAccess.com
* Created necessary documentation
* Performed standard web content maintenance including but not limited to:
* Uploaded material on website, ensured content was kept up to date
* Provided support to new and existing clients
* Provided ongoing training to support team

**Real Estate Consultant 2005 – 2010**

* Partnered with local real estate brokers and appraisers to support corporate employee transfer needs
* Implemented innovative marketing strategies to facilitate the sale of the employee's home to minimize costs of relocation
* Worked with property management company to minimize carrying cost to client

**Relocation Consultant 2000 – 2005**

* Acted as the single point of coordination to relocate an employee/family for a high-volume client service environment. This included relocations in Canada and the United States.
* Managed, administered, and coordinated employee relocation policies.
* Provided the highest level of service within the scope of the relocation policy/program.
* Assisted relocating employees and service providers with the purchase and sale of homes, destination services, moving of household goods and expense reimbursement
* Liaised with third party suppliers to communicate the client’s relocation policy and obtain necessary information and documentation.