

# Julie Cook

---

St. Catharines, ON Canada  
[juliecook328@gmail.com](mailto:juliecook328@gmail.com) – 905-327-6998  
<https://www.linkedin.com/in/juliecook328/>  
<https://github.com/Jules-C>

## Education

**Florida Institute of Technology**, Melbourne, FL August 2019 – May 2021  
Master of Science, Computer Information Systems - **GPA: 4.0**

**Florida State University**, Tallahassee, FL May 2002 - August 2007  
Master of Social Work - GPA: 3.83  
Bachelor of Social Work – Cum Laude

## Skills

JavaScript, Vue.js., Nuxt.js, Strapi CMS, Quasar Platform, Node.js, Capacitor, CSS, HTML, Bootstrap, Firebase, Push Notifications, Java, Python, SQL, Blockchain, MongoDB, Statistics, Microsoft Excel, Fast Learner, Effective Communication, Critical Thinking and Problem-Solving, Emotional Intelligence, Teamwork, Perseverance, Positive Attitude and Great Work Ethic

## Relevant Work Experience

**FracTEL, LLC**, Remote, FL, & Canada August 2020 – Present  
*Software Engineer*

- At FracTEL, I have been developing a cross-platform mobile application with Vue.js, Quasar, Capacitor and Firebase which has been working on iOS and Android, as well as desktop. This has required software design, system architecture, software development and testing, and front end development with JavaScript, HTML5, Bootstrap4, CSS3 etc as well as connecting server side with Node.js.

**Florida Institute of Technology**, Melbourne, FL May 2017 – September 2019  
*Manager, Online Undergraduate Admissions*

- Managed and supervised a team of admissions evaluators while overseeing the evaluating of all official documents and application data for all online undergraduate programs in order to determine admission decisions and the evaluation of transfer credits (TCE).
- Functions included, but were not limited to, meeting all deadlines while collaboratively working with various offices, adhering to policy/established processes, referencing professional resources, utilizing current technology and continually assessing work flow-to-work load while adjusting priority processing.
- Interviewed, hired, trained, supervised and annually evaluated admissions evaluators within area.
- Supervised process and workflow for areas. Monitored accuracy in admissions decisions, data entry and transfer credit evaluations.
- Established and balanced team assignments. Coached and assisted with all Admissions Evaluator job responsibilities.
- Monitored and participated in communication with academic departments and service providers. Troubleshooted, resolved and coordinated escalation of technical and student issues.
- Reviewed student records for discrepancies or exceptions to policy, making recommendations to and seeking guidance from management.
- Communicated directly with students regarding student admissions & TCE inquiries, as well as student appeals.
- Tested applicable current and new technologies. Created, maintained, and revised documents where online undergraduate student information was provided. Ensured documented processes were current and accurate.

**Florida Institute of Technology**, Melbourne, FL June 2015 – May 2017  
*Credential Evaluator*

- Evaluated undergraduate transfer credits for new and current continuing students
- Communicated with academic departments and administrative offices

**New Oriental Elite Learning**, Beijing, China

### *Foreign Classroom Teacher*

- Taught English in a variety of classes including but not limited to: Corporate Training Classes, Dyned small classes/ large OnE public classes (Generic, Presentation, Debate, Business format), Music classes, Reading Club, Private VIP classes mainly for business executives or engineers
- Proofread and edited essays for students
- Developed lessons to hone writing skills
- Worked with marketing team to develop and give presentations designed to attract and retain new students
- Participated in sales team meetings
- Organized and lead company holiday parties and events for student involvement

### **Leon County Health Department**, Tallahassee, FL

April 2008 – May 2011

#### *Epidemiology Human Services Counselor*

- Gathered and analyzed data relevant to the spread of communicable disease
- Investigated outbreaks of communicable disease including but not limited to tuberculosis and enteric disease
- Counseled patients regarding community services offered
- Researched and implemented measures used to control disease outbreak
- Participated in community outreach regarding preventative public health measures
- Scheduled and followed-up with client/patient services and appointments
- Managed pharmaceutical and vaccination inventory
- Responsible for ordering and maintaining medications and vaccinations inventory

## **Academic Experience**

### **Florida Institute of Technology**, Melbourne, FL

August 2019 - Present

#### *Data Structures and Programming*

- Developed and built applications in java practicing algorithms for use with stacks, queues and lists
- Compiled java programs using Eclipse using concepts including but not limited to inheritance, polymorphism, recursion, etc.

#### *Computer Organization*

- Analyzed aspects of system architecture including the specifics of computer arithmetic, memories, the CPU, input/output and peripherals.
- Explored hardware elements and how they fit into a complete computer system along with combination logic, gates and Boolean algebra.
- Examined pros and cons of different system architectures

#### *Managerial Statistics*

- Utilized methods of collecting, analyzing and interpreting data for managerial decision making.
- Demonstrated data presentation, measures of central tendency, dispersion and skewness; discrete and continuous probability distributions; sampling methods and sampling distributions; and confidence interval estimation of parameters and tests of hypotheses.

#### *Advanced Programming*

- Developed applications using advanced algorithms, data structures, programming and software design techniques.
- Demonstrated mastery of Java

#### *Blockchain and Cryptocurrency*

- Studied blockchain technologies and methodologies, including those of Bitcoin, Ethereum and other blockchains
- Programmed a Smart Contract for Ethereum using Solidity programming language

#### *Integration of Database Systems*

- Studied database systems including data architecture components and data storage configurations and compared normalized and denormalized methods.
- Designed Database project

### **Springboard Data Analytics Career Track**

Jan 2019 – August 2019

#### *Data Analytics Bootcamp Student*

- 550+ hours of hands-on course material, with 1:1 industry expert mentor oversight.

- Mastered skills in analyzing business problems, data analysis, presenting business insights to different stakeholders, SQL, Python and data visualization.

## **Certifications**

**Suzhou University**, Suzhou, China  
*Comprehensive Chinese Language Course*

June 2014 – Jan 2015

**TEFL International**, Beijing, China  
*TEFL International TESOL Certification*

July 2011 – August 2011