**Alma Halie**

Former educator and program coordinator. Adaptive and analytical, with an eye for detail as well as leadership and collaborative strengths for team building. Currently seeking a software development role with a company committed to developer growth.

## TECHNICAL SKILLS

* HTML, CSS, JavaScript, Git,

## TECHNICAL EXPERIENCE

**Techtonica**

Techtonica is five months of full-time, hands-on, project-based, collaborative software engineering learning with a focus on full-stack JavaScript. The last month is spent preparing to join Techtonica’s partner companies for employment.

## EDUCATION

**The College of New Jersey,** Ewing, NJMasters Degree, Education, magna cum laude

**Cairn University,** Langhorne, PABachelors Degree, Religious Studies, magna cum laude

## WORK EXPERIENCE

**American Music Abroad,** Voorhees, NJ **2006 – 2020  
Program Coordinator**

* Designed a customized, relational database to streamline operations and track feedback; automated tasks involved in invoicing, purchases, data management and correspondence to improve efficiency and accuracy
* Arranged itineraries for international educational programs; researched and reserved hotels, meals, events and excursions. Wrote, designed and distributed marketing material; maintained website
* Planned and facilitated orientation sessions for pre-departure travel. Attended to customers’ inquiries and concerns
* Lead tour travel as an escort; coordinated leadership team for planning and fostering cooperation and unity among over 100 participants; rectified unforeseen travel disruptions; enhanced itinerary with spontaneous opportunities.
* Processed payments, purchasing and budgeting for supplies
* Engineered fundraising through social media, crowd source funding and customized websites

**Spanish Teacher**  **2003 – 2006**Cherry Hill, West Windsor-Plainsboro & Sterling School Districts, NJ

* Delivered lessons in the target language through proficiency-based instruction
* Prioritized relationship building with over 150 students each year to promote risk taking and creativity
* Maintained communication and detailed records as a team with administration, parents, students and colleagues
* Focused on cultural literacy, inclusion and awareness with materials sourced in the target culture; challenged students to develop a broader view of history and social issues