

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, NJ

Masters Degree, Education, magna cum laude

Cairn University, Langhorne, PA

Bachelors 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