

KRISTI HERIN

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SKILLS

- JavaScript
- HTML5
- CSS
- JQUERY
- SaaS
- Microsoft Office (Word, Excel, Outlook)
- Database Analysis
- Reporting & Analysis
- Data Entry
- QA
- Git
- Netlify
- Agile (Completed Agile Master Class)

EXPERIENCE

OCTOBER 2017 – PRESENT

PROFESSIONAL SERVICES SPECIALIST , MEDITRACT, INC.

- I assist the Project Managers and other members of the Professional Service team with tasks related to the implementation of our SaaS, including configuring the client databases to best fit the client's needs by moving and manipulating fields, building triggers and forms, turning on options for clients, troubleshooting issues, and training clients on how to best use the database options.
- I load data into the database by using internal tools, sending data to our Development department through Jira and also manually inputting the data
- I clean up spreadsheets and configure spreadsheets to be used in the database, including manipulating them in Excel and QAing them before sending them to our Development team..

OCTOBER 2016 – OCTOBER 2017

CONTRACT SPECIALIST , MEDITRACT, INC.

- I extracted data from 50 to 90 contracts daily into 12 or more fields for review by clients.
- I made sure that every detail was captured accurately, and that legal wording was read and copied correctly.

APRIL 2013 – AUGUST 2016

PROFESSIONAL SERVICES SPECIALIST , MEDITRACT, INC.

- I was brought on to convert the shop to a new, all-encompassing computer system.
- My duties also include clerical work, directing phone calls, ordering supplies, customer service (greeting customers, taking orders, answering questions), taking stock, making invoices and receiving payments, and maintaining an open line of communication between the front office and the back production area.

JULY 2012 – MARCH 2013

AIR EXPORT DOCUMENTATION PROCESSOR , PANALPINA, INC.

- I took commercial invoices and other documents from shippers and used them to make shipping documents for use by Panalpina and Customs.
- I transferred completed documents to the gateway employees before their deadlines every morning in a timely and orderly fashion.
- I answered questions from customers about their cargo and transportation time.

CONTINUED LEARNING

- **Coding Bootcamp** with Savvy Coders November 2019- February 2020
- **Online Learning** using Udemy, W3Schools, MDN, Youtube, and more