

Kristy McCoy

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Email: kristy.mccoy@gmail.com

Portfolio of work: <https://kristy847.github.io/portfoliobootstrap/>

JUNIOR SOFTWARE DEVELOPER

PROFESSIONAL PROFILE

- Hard working, driven, enthusiastic, able to work with a team, or use my own initiative.
- Experience managing projects from concept to completion. Communicate internally and externally.
- Strong solution solving skills, ability to multitask a variety of challenges and responsibilities.
- Ensure escalated service requests & SLA's are handled in a timely manner.

TECHNICAL SKILLS

- | | | |
|---------|-------------------------------|-----------------|
| • PERL | • OpenText Exstream(Dialogue) | • Bash |
| • JAVA | • SQL | • Visual Studio |
| • SQL | • MySQL | • Eclipse |
| • CSS | • Git Bash | • NetBeans |
| • HTML | • Github | • Microsoft |
| • HTML5 | • Unix | • Jira |

In Process: PMP Certification, Oracle Java Certification, and Python Certification

EDUCATIONAL & PROFESSIONAL CERTIFICATION / TRAINING

AIU, Schaumburg, IL.
Bachelor of Science
Specialization in Software Engineer
(2012 – 2014)

3.75 GPA 8 times Deans List Recipient

PROFESSIONAL EXPERIENCE

Developer II

May 2013 – Present

RR Donnelley

1750 Wallace Ave. St. Charles, IL 60174

(630) 313-██████ Bill Berta

I did my internship with RR Donnelley and was later permanently hired. Development, maintain and support applications. Identify areas for process improvements. Used SQL, Perl, XML, OpenText Exstream(Dialogue), and related tools. Create tests to isolate and rectify issues.

- Inherited a C++ program for GM Recall Letters and postcards.
 - Project was 3 years behind and I was able to get them caught up in 1 year.
 - Product different letter types with changing variable, reporting, and notification emails
- GM Recall Letters and postcards
 - Generate reports from SQL db and pull requested information
 - Modify existing code
- Perl: Wrote a program for Veterans of Foreign Wars (VFW)
 - program sends 12 different letters and cards that need to be sorted and matched.
 - Program generates custom reports and sends emails
- Perl: Wrote a program for the State of New Jersey pressure seal letters
 - programs sends 35 different letters
 - Program generates custom reports and sends emails
- Perl: New Jersey Department of Community Affairs – Elsa (DCAELSA)
 - program sends 15 different checks and tracks mailing with certification number
 - Program generates custom reports and sends emails

Sale Administrative Assistant

August 2011 – November 2011

Roscor **CLOSED**

1061 Feehanville Drive, Mount Prospect, IL 60056

(847)299-██████ Tom Voight - VP Sales

- Order entry
- Planning and Scheduling
- Organize any company events
- Extensive use of Excel, Word, Power Point, and Access
- Interdepartmental Coordination
- Internet Research
- Strong ability to compose and edit already written materials
- Maintained and supervised databases and files
- Supervised daily office attendance, policies and procedures
- Answer phones and greet guests in a professional and courteous manner
- Compose and distribute inter-departmental memorandums (e-mail, documentary and voice) ensuring timely delivery and receipt of important information while at the time maintaining confidentiality.
- Prepares and assembles media kits for marketing and public relations departments.

Sales Administrative Assistant

August 2006 – May 2010

CognitiveTPG

25 Tri-State International, Suite 200, Lincolnshire, IL 60069

(847)383-██████ John Campbell - HR

- Supported CEO, CFO, HR, and SR. VP of Corporate Development
- Office management dealing with vendors, ordered supplies, equipment maintenance; research was done to insure savings on all items
- Answer phones and greet guests in a professional and courteous manner
- Handle some IT problems
- Organize any company events
- Make travel arrangements
- Extensive use of Excel, Word, Power Point, Access, and Visio
- Upgraded office filing system
- Type most of the company documents
- Created a computerized customer database
- Responsible for new employee training
- Planning and Scheduling
- Interdepartmental Coordination
- Internet Research
- Strong ability to compose and edit already written materials
- Type and process all correspondence, presentations, reports and spreadsheets
- Make domestic and international travel arrangements
- Manage details of multi-party conference calls, in-house and off-site meetings and luncheons, travel arrangements, calendars, itineraries, and agendas

- Processed expense reports and invoices
- Supervised daily office attendance, policies and procedures
- Preparation and distribution of quarterly reports
- Collaborate with printers on the design and printing of logo changes, letterhead, envelopes, business cards, literature, presentation folders and product line inserts at agreed-upon rates.
- Execute word processing projects, including large-scale mailings, correspondence, and manuals.

Receptionist

May 2004 – August 2006

Vonberg Valve

3800 Industrial Avenue, Rolling Meadows, IL 60008

(847)259-████ Mike Levon - CEO

- Answered the phones which entailed directing calls to the appropriate department. Also answering questions in regards to orders, quotes, or placing orders
- Kept track of pricing and delivery
- Helped run the shipping department to ensure the product shipped out on time
- Billing
- Distribute mail
- Filing
- Customer Service

Manager

May 2001-September 2007

Chicago Classic Pizza **SOLD**

1110 South Old Rand Road, Lake Zurich, IL 60047

(847)571-████ Frank Campbell - Owner

- Assist Manager – supervise and schedule
- Interviews
- Answering phone
- Order food and supplies
- Deposits
- Advertising