

Kristy McCoy

Home Town: Pingree Grove, IL. 60140 **C:** 847-890-0396

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

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

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