**Kristy McCoy**

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

Email: [kristy.mccoy@gmail.com](mailto:kristy.mccoy@gmail.com)

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

**JUNIOR SOFTWARE DEVELOPER**

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| **PROFESSIONAL PROFIILE** |

* 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.

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| **TECHNICAL SKILLS** |

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| * 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 Phyton Certification

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| **EDUCATIONAL & PROFESSIONAL CERTIFICATION / TRAINING** |

AIU, Schaumburg, IL.

Bachelor of Science

Specialization in Software Engineer

(2012 – 2014)

3.75 GPA 8 times Deans List Recipient

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| **PROFESSIONAL EXPERIENCE** |

**Developer ll**

May 2013 – Present

RR Donnelley

1750 Wallace Ave. St. Charles, IL 60174

**(630) 313-7108 Bill Berta**

Development, maintain and support applications. Identify areas for process improvements. Used SQL, Perl, XML, OpenText Exstream(Dialogue), and related tools. Crete 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)299-8080 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)383-7900 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)259-3800 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)571-6653 Frank Campbell - Owner

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