

KATHERINE LANE

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KatherineLane11.com

After working management within customer service and the healthcare field, I sought a new challenge. I began my coding journey to explore my curiosity of technology and the creativity behind it.

SKILLS

DigitalCrafts, Atlanta, GA

Full Stack Web Development

June 2017 – Present

Codecademy Intensive, Online

Build Front-End Web Applications

August 2017 – Present

Freelance Website Development

April 2017 – August 2017

JavaScript | Node.js | ReactJS | jQuery | PostgreSQL | HTML5 | CSS3 | Bootstrap | Python

PROJECTS

Journal Analytics - Core focus was HTML, CSS, JavaScript, jQuery and UX/UI for entire site. Assisted in PostgreSQL, Handlebars.js and API configuration. Aided in chart design and modal implementations.

myPhotoAtlas - Created Journal Analytics logo and branding. Responsible for responsive web testing, consistent design and implementing changes with group. Built AJAX call to Flickr's API after reading documentation and collaborating with team

EXPERIENCE

Southern Institute of Aesthetics, Boutique Dermatology, Atlanta, GA

Office Manager

April 2016 – June 2017

- Gathered bi-weekly payroll information of hours, services rendered, and sale reports for submission to accountant
- Documented medical and retail inventory, placed weekly orders, and organized all delivered products
- Recorded and filed patient's confidential information through policies upheld by SIA Dermatology and HIPAA

BlueStream, Kennesaw, GA

Executive Assistant

October 2015 – March 2016

- Managed expense reports for multiple employees while maintaining comprehensive records for auditing purposes
- Coordinated with a team to scope 330 sites and ensure clients' systems contained accurate and detailed data

Joey D's Oak Room, Dunwoody, GA

Lead Server

February 2015 – February 2016

- Managed staff of eight to twelve while simultaneously contributing towards restaurant's atmosphere and upkeep

Bella Bella, Tallahassee, FL

Manager

February 2013 – February 2015

- Performed checkouts for servers and bartenders to verify that all checks and monies are accounted
- Developed and implemented new-employee training manual, along with, bi-weekly meetings to ensure consistency

VOLUNTEER

211 Big Bend, Tallahassee, FL

Hotline Counselor

January 2014 – December 2014

Trainee Supervisor

August 2014 – December 2014

- Observed counselor-in-training during shifts while providing feedback regarding performance and knowledge
- Employed counseling skills, including crisis theory, active listening, focusing, and exploring alternatives

EDUCATION

Florida State University, Tallahassee, FL

Bachelor of Science in Psychology, Minor in Business, December 2011