

MIRANDA HOWITT

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EDUCATION

NEW YORK UNIVERSITY

Bachelor of arts,
Psychology
2008 – 2012

APP ACADEMY

Completed intensive bootcamp
prep program
Oct 2017

RITHM SCHOOL

Full-Time Web Development
Program
February 2018 - Present

SKILLS

DEVELOPMENT (Currently honing)

CSS3, HTML5, Javascript, Git,
GitHub.

DESIGN TOOLS

Adobe Acrobat, Adobe
Illustrator, Adobe Photoshop,
OmniGraffle.

OFFICE ADMIN TOOLS

Concur Solutions, Desk,
Google Apps, Greenhouse
Recruiting, Jobvite, Microsoft
Office Suite

LANGUAGES

French (Fluent), Spanish
(Conversational), German
(Beginner).

Former Office Manager transitioning into a career in Web Development. I'm interested in creating beautiful interfaces, products and experiences. I'm currently building up my resume and knowledge in Web Development at an intensive bootcamp located in San Francisco.

RECENT WORK EXPERIENCE

Wikia • San Francisco, CA • August 2015 – September 2017

Office Manager

- Managed the day-to-day office operations, including: policies and procedures (formulation and adherence), vendor relationships (lunch and dinner catering, break room refreshment services, janitorial, etc.), conference room scheduling, site security, employee perks, creating a positive and happy workplace.
- Maintained the company's three SF corporate apartments. Negotiated leases with the property management and coordinates any maintenance repairs.
- Managed all internal events (Holiday parties, happy hours, offsites and team building activities).
- Managed facilities related expenses. Worked with Finance to create a Facilities budget for equipment purchases, supplies, employee activities, office food expense, maintenance expense and any other office related expense items as needed.
- Coordinated space management and planning activities including: analyzing moves for minimal disruption, move coordination, space inventory and maximizing space utilization.
- Managed construction and build-out projects in the SF office.
- Assisted the Sr. Executive Assistant, HR and Sr. Event Manager in various projects.

Stumbleupon • San Francisco, CA • December 2013 – August 2015

Executive Assistant & Office Administrator

- Provided 24/7 executive level administrative support in the daily functions of two CEOs with additional basic support to two Vice Presidents.
- Dynamic calendar management involving last minute changes, updates and rescheduling.
- International and domestic travel research, booking and management.
- Building/facilities management. Liaison for janitorial and maintenance services, property management, and all other vendors (snacks, breakfast and lunch caters, various employee perks).
- Sole recruiting coordinator in charge of posting job openings and scheduling.
- Created new onboarding techniques to build a more inviting atmosphere to all new employees.
- Created and managed all internal and external events.
- Created and maintained expense reports and corporate credit card reconciliation for the Executive team.
- Maintained the stock option records and immigration files of employees.
- Main receptionist in charge of greeting clients, mail distribution, package shipping, office supply orders, while maintaining the aesthetic integrity of the office.
- Assisted in various projects with the objective of improving Marketing, HR, Ad Ops and Sales strategies.