

## Michelle Berta

Glenn Heights, Texas 75154 | Phone: (469) 358-0710 | Email: michelle.bera@att.net  
LinkedIn: [linkedin.com/in/michelle-bera](https://www.linkedin.com/in/michelle-bera) | GitHub: [github.com/MichelleBerta](https://github.com/MichelleBerta)  
Portfolio: <https://michelleberta.github.io/portfolio/>

### Summary

Front End Developer with a background in leadership and a passion for designing imaginative and interactive websites and software platforms. Resourceful problem solver recognized for exceptional interpersonal communication abilities, being well organized, and thriving in collaborative team environments.

### Technical Skills

HTML | CSS | JavaScript | Github | NodeJS | jQuery | Bootstrap | Materialize | MySQL | Handlebars | MongoDB | ReactJS | ExpressJS

### Education

**Full Stack Web Development Certificate** - Southern Methodist University **2021**  
*A 24 week intensive program focused on gaining technical programming skills.*

*58 credit hours completed towards a Bachelor's Degree in General Studies - Dallas County Community College*

### Projects

**Budget Tracker** | Deployed: <https://secure-hollows-27877.herokuapp.com/> | Github: <https://github.com/MichelleBerta/budget-tracker>  
Sole author of a full stack application allowing users to track expenses and deposits without internet connection.

- **Tools Used:** JavaScript, Node.js, Express.js, MongoDB, Mongoose, ODM, IndexedDB, Webmanifest

**Workout Tracker** | Deployed: <https://blooming-earth-81679.herokuapp.com/> | <https://github.com/MichelleBerta/workout-tracker>

Sole author of a full stack application allowing users to view, track and create their daily workouts.

- **Tools Used:** JavaScript, Node.js, Express.js, MongoDB, Mongoose, ODM, Morgan.js, Chart.js

**Employee Directory** | Deployed: <https://michelleberta.github.io/employee-directory/> | Github: <https://github.com/MichelleBerta/employee-directory>

Sole author of a React application allowing users to view, search and filter employees in a directory.

- **Tools Used:** ReactJS, JSX, Random User API

### Experience

**Web Developer** **11/2021-present**

#### Self Employed

Build websites and apps, and web development tutoring.

**Admin/Event Planner (Volunteer)** **3/2022-present**

**freeCodeCamp Dallas;** Dallas, Texas

Admin on fccDallas Discord channel. Organize regular luncheon meetups and other social events to facilitate networking and mentoring opportunities for freeCodeCamp Dallas participants.

**Office Manager****2000 – 2020****Marilyn Augur Family Foundation; Dallas, Texas**

Oversaw daily operations of the Foundation. Communicated with financial advisors, CPA, trustees, and prospective nonprofits. Organized and prepared for annual board meetings and travel.

- Built a website using SquareSpace to provide information to non-profits about the Foundation's goals and grant request process and requirements to cut down on the number of grant requests.
- Developed a strategy to decrease the budget from \$257,000 in 2000 to \$105,000 by 2020.
- Built an MS Access database to manage grant distributions so that the Foundation could discontinue expensive annual renewal costs for commercial databases.
- Implemented a system and purchased necessary equipment/software to scan over 25 years of historical documents so that the Foundation could be run remotely and no longer lease office space.

**Vice President of Communications (Volunteer)****2013 – 2017****Booker T. Washington HSPVA Music Guild; Dallas, Texas**

Managed electronic communication between students, teachers and parents. Created and distributed weekly newsletter to parents, students and teachers. Designed programs for music performances.

- Boosted funds by implementing and designing senior ads for a fundraising project.

**Assistant Chaplain (Volunteer)****2011 – 2015****Freedom Declared Ministries - Wayne McCullough Detention Center; Waxahachie, Texas**

Provided administrative support to the Senior Chaplain.

- Promoted efficiency by developing a database to track spiritual material and glasses given to inmates.

**Leadership (Volunteer)****2005 – 2017****Junior and Teen Bible Quiz - The Oaks Fellowship; Red Oak, Texas**

Assisted with leadership responsibilities.

- Handled communications with team members, parents and coordinators.
- Created flyers for events and designed team t-shirts.
- Coached teams, kept score and ran practice events.
- Established incentive programs to encourage students to reach individual study goals.
- Participated as Quiz Master and Judge at quiz meets.