

# Michelle Berta

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**LinkedIn:** linkedin.com/in/michelle-bera | **GitHub:** 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

## Education

**Full Stack Web Development Certificate:** Southern Methodist University; Dallas, Texas      **2021**  
*A 42 week intensive program focused on gaining technical programming skills.*

**64 College Credit Hours Earned in General Studies:**      **1991 - 2014**

Classes taken from Dallas County Community Colleges, Dallas Baptist University, City Colleges of Chicago and University of Maryland

## Projects

### Work Day Scheduler

Sole author of calendar application that allows a user to save tasks for each hour of the day.

**Deployed:** <https://michelleberta.gitbub.io/work-day-scheduler/> | **GitHub:** <https://bit.ly/3e69jKN>

- **Tools Used:** jQuery

### Weather Dashboard

Sole author of this weather application providing users with the current weather and five day forecast for any city.

**Deployed:** <https://michelleberta.gitbub.io/weather-dashboard/> | **GitHub:** <https://bit.ly/3tp11UF>

- **Tools Used:** jQuery, Bootstrap

### Streamline

This application gives users top ten movies or shows based on a selected streaming device.

**Deployed:** <https://asa151930.github.io/Project-1/> | **GitHub:** <https://github.com/MichelleBerta/Project-1>

- **Role:** Populated and designed the movie cards and modals, provided assistance for API fetch.
- **Tools Used:** Materialize, jQuery, Movie of the Night API, IMDB API, Chuck Norris API

## Experience

### ***Office Manager***

**2000 – 2020**

**Marilyn Augur Family;** Dallas, Texas

Oversaw daily operations of the Foundation. Communicated with financial advisors, CPA, trustees, and prospective non-profits. 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***

**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.
- Implemented and designed senior ads for a fund raising project.

### ***Assistant Chaplain***

**2011 – 2015**

**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.