Michelle Berta

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LinkedIn: linkedin.com/in/michelle-berta | 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 | **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 Development Tutoring Freelancer   **2021 - present**
Various Organizations, Remote
- Support multiple students' learning for the duration of their course via slack and zoom support.
- Support ranges from code review, constructive feedback and moral encouragement.
- Research and answer student questions.
- Provide empathy, support, and encouragement while engaging students.
- Grade submitted assigned projects.

Office Manager   **2000 – 2020**
Marilyn Augur Family; 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   **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   **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.