

Michelle Berta

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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

Certificate in Full Stack Web Development

2021

Southern Methodist University

A 42 week intensive program focused on gaining technical programming skills.

64 College Credit Hours Earned in General Studies

1991 - 2014

Credits earned 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.