

MICHELLE BERTA
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Objective

Fun, outgoing coding boot camp student seeks a position where I can apply and hone newly learned skills in HTML, CSS and JavaScript, as a front end developer.

Ability Summary

Office administration
Proficient in MicroSoft Office (Word, Excel, Access, Publisher, PowerPoint), Quicken, Photoshop and Affinity
Currently learning HTML, CSS and JavaScript
Problem solving
Time management
Communication
Willingness to learn

Employment History

01/2000 - 12/2020

OFFICE MANAGER AND ADMINISTRATIVE ASSISTANT, Secretaries and Administrative Assistants, Except Legal, Medical, and Executive
MARILYN AUGUR FAMILY FOUNDATION, Dallas, TX

Being the only employee of the foundation the last four years of my employment, I was responsible for complete management of the foundation's daily operations. This included:

- Manage finances in relation to the oversight of the foundation including creating and maintaining the budget, paying all bills, reconciling accounts, requesting funds from investments to cover expenses and grants, working with investment managers and CPA to oversee investments and taxes
- Built a database in Access to facilitate keeping record of all grants given
- Worked with the non-profits who sought funding to ensure correct paperwork was submitted for their grant request and applications
- Built a website on Square Space to provide information to non-profits about the foundation's goals and requirements
- Scheduled, prepared all materials for and facilitated annual trustee meetings for seven board members
- Oversaw the scanning and disposal of twenty-five years worth of historical documents to implement a paperless office
- Operate as personal assistant to donor/president
- Made travel arrangements
- Handle all correspondence to and from the foundation via phone, email and US postal service

10/1998 - 01/2000

Stay at home mom

Stay at home mom, DeSoto, TX

During this time I learned very important skills such as

- Time management
- Organization
- Conflict resolution

09/1995 - 10/1998

Human Resources Representative, Human Resources Specialists

Blue Cross Blue Shield of Texas, Richardson, TX

As a Human Resources Representative in the Employee Operations Department I assisted in

- Running the AAP
- Responding to TWC claims
- Responding to EEOC and THRC claims
- Resolving employee and management conflicts
- Drafting and editing employee policy handbooks

Education History

07/2021

Full Stack Web Development

Vocational School Certificate

SMU Continuing and Professional Education, Dallas,

In this class I will learn through a curriculum that covers a full-stack:

- HTML5,
- CSS3,
- JavaScript,
- jQuery, Express.js,
- React.js,
- Node.js,
- progressive web apps,
- agile methodology,
- computer science,
- database theory,
- MongoDB,
- MySQL,
- Git, and more

12/2014

General Studies

2 Years at College or a Technical or Vocational School

Dallas County Community Colleges, Dallas, TX

My goal was to obtain a BS in Biblical Studies. I was taking as many classes as possible through the community college to transfer to DBU. Due to raising children, I was never able to complete that goal.

Detailed References

Tracey Frattaroli , Teaching Leader

BSF International

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