

Patricia D. Burns
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Current: Los Angeles, CA – Open to Relocation

APPLICATIONS DEVELOPED:

Snack Seriously: A mobile responsive website built for searching for snacks. Snack data is dynamically displayed including pictures and nutritional facts, filtering of allergens, search bar functionality, user login and authentication. Features built using React, React Context API, with a MySQL database utilizing PHP.
[Live Github](#)

Student Grade Table: A Content Management System made for storing and updating grades and courses for students. Made a database with Google's Firebase, Cloud Firestore rendered content using React and React Context API, CRUD operations and form validation.

[Live Github](#)

Memory Match: A memory match game built using JavaScript, OOP, JQuery, and CSS Grid to render items to the DOM. Mobile responsive, stats tracked throughout the game and reset functionality.

[Live Github](#)

TECHNOLOGIES:

Strong: HTML5, CSS3, JavaScript (ES5/ES6), OOP, JQuery, Axios, React, React Context API, Firebase, Materialize, CSS Grid NPM, & Ajax.

Experienced: –Redux, Webpack, MySQL, AWS, PHP, JSON, Chrome Developer, API's, UI/ UX & Bootstrap

Tools: Git, Github, Command Line, Meistertask, Postman, Photoshop and FileMaker.

PROFESSIONAL EXPERIENCE:

Artex Fine Art Services, (Inglewood, CA)

February 2015 - March 2018

Account Manager

- Manage end-to-end logistics for 30-60 active fine art projects per month exceeding more than \$100,000 in billing per month. Project scope to include shipping, installation, storage and crating services for a clientele of museums, galleries, private dealers, collectors, and artists.
- Service management responsibilities include recruiting and on-boarding new clients and fulfilling existing client contracts, client visits, timely and accurate billing and invoice processing.

Arcadia Association of Realtors, (Arcadia, CA)

October 2014 - February 2015

Director of Education and Communication

- Designed and implemented content marketing ads for social media platforms, including Twitter, Facebook, and LinkedIn, to generate new business leads.
- Managed external communications, including CRM database, and design and messaging for email campaigns and event invitations.

Contemporary Catering and Event Production, (Los Angeles, CA)

October 2013 - August 2014

Event Planning, Logistics & Executive Assistant to Owner

- Managed end-to-end event production, including contracting, budget management, vendor negotiation, installation/takedown, permitting, and creative design elements, among other services
- Handled invoicing and accounts receivable, including reconciling expenses and drafting summary budget
- Designed creative elements for events, including print materials, banners and step-and-repeats.

The Smithsonian Institution, (Washington D.C.)

January 2011 - July 2011

Intern for Studio and Performing Arts

- Conducted public outreach programs for the largest educational program of the Smithsonian Institution, including the creation of original content for The Smithsonian Associates Studio Arts Wordpress & social media channels.

EDUCATION:

Claremont Graduate University, Claremont, CA *Masters of Fine Art in Studio Art* 2011 – 2013,
Chapman University, Orange CA *Bachelors of Fine Art in Studio Art & Art History* 2005-2009
Learning Fuze, Irvine, CA, *Accelerated Web Development Program*, 2018