

SOPHIA DONAN

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OBJECTIVE

Passionate and determined programmer-in-progress with a proven history of growing from primarily self-taught skills seeks to combine her passion for problem solving and community.

EXPERIENCE

Thurston County Elections

2019-Present

Office Assistant

- Tasked with leading the 2020 elections "Voter Assistance at Your Library" program; making voting accessible by coordinating with libraries on election day to assist voters with casting their ballot.
- Collaborate with the Elections Specialist Lead to proof ballot titles, audit outgoing public records requests, and provide voter registration forms and supplies to locations throughout county.
- Maintain a positive, collaborative and friendly attitude in an ever-changing and deadline driven environment.

Washington State Parks

2019

Office Assistant

- Provide dependable coverage for Office through an excellent attendance record and willingness to accept responsibility.
- Complete financial reports, purchase logs, and vehicle usage logs for the department.
- Handle confidential agency communications and personal information with diplomacy and integrity.

Seattle International Film Festival (SIFF) Spring 2018

Procurement and Special Events Intern

- Conduct daily core procurement duties such as forecasting donations and supply, contract management, creating clear documentation; and coordinating materials received for the department to drive efficient event process.
- Managed and coordinated the procurement, transportation, delivery, and storage of over 24,000 donated products.
- Remained self-motivated, determined, and organized, prioritizing assigned workload while following appropriate instructions and working independently.

Saint Martin's University Campus Life

2014-2016

Marketing Coordinator

- Curated on campus events specifically for students of color, military veterans, and commuter students.
- Coordinated and created all promotional material for the department; prepared content and managed all social media channels.
- Provided data to the director as requested; used data sources to increase overall student engagement by 47%.

EDUCATION

2019 - 2020 • **Self-Guided Programming**
Self-guided learning using Ada Jumpstart Curriculum, Udemy, Free Code Camp, SoloLearn and Lynda.com.

2012 - 2017 • **Saint Martin's University**
Bachelor of Arts, Engineering & Writing
(110 of 120 units completed)

CERTIFICATES

2020 • **Learn to code with Ruby**
Udemy.com

2020 • **Responsive Web Design**
(HTML/CSS)
FreeCodeCamp.com

2020 • **Google Sheets**
Lynda.com

2019 • **Microsoft Excel**
Lynda.com

WORKSHOPS

2020 • **Ruby Workshop**
Ada Developer's Academy

2020 • **HTML/CSS Workshop**
Ada Developer's Academy

2019 • **Lean Transformation Conference**
Washington State Government

2019 • **7 Habits of Highly Effective People**
Washington State Government

2013-2015 • **Unconscious Bias Training**
Saint Martin's University

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SOCIAL JUSTICE PROJECT

Co-Writer of Award Winning Show 2017

Soci Circle

- Recruited by a Chicago based production company to write a show for middle school girls that highlighted social justice, cultural, and social subjects that are critical to their development and empowerment.
- Constructed powerful dialogue that was positively compared to that of Mr. Rodgers by a film critic.
- Initiated the conversation between parents, educators, mentors, and young girls that builds upon a system of encouraging, supporting, challenging, and empathizing with one another.

PROGRAMMING PROJECT

Personal Blog & Portfolio Site Est. 2019

SoDo + Code

- Launched a personal blog and portfolio site through Wordpress to highlight my ever-growing skillset and document my journey into programming and passion for coding.
- Created a streamlined user interface by using Wordpress formatting; toggling back between HTML input to enhance my skills without sacrificing performance as a beginner.

SOFTWARE PROJECTS

Thurston County Elections 2020

VoteWA.gov & Timberland Libraries

- Spearheaded the launch of a joint effort between Thurston County Elections and local Libraries to create remote voting centers for citizens that are physically limited and unable to reach the Olympia office.
- Directed day of election operations, ensuring staff felt confident, offering on-the-spot training via phone as needed.
- Managed the VoteWA.gov voter registration system for the libraries, continuously approving voter registrations as needed.

Washington State Parks 2019

Sharepoint Communication Hub

- A lack of communication and disorganized files, led me to construct a department wide Sharepoint page, creating a central hub for files, data sheets, and commonly used forms.
- Initiated conversation between management to determine what their immediate needs are and built my site around their necessary constructs.
- Upheld the maintenance of the site, conducting daily audits of materials and adding new data and documents on a regular basis.

LEADERSHIP

2019 • **Grant Writer**
Stand Up for Kids

2014-2016 • **Board Member**
Student Conduct Committee
(appointed by University President)

2014-2015 • **Treasurer**
SMU Hawaiian Club

2013-2014 • **Event Coordinator**
SMU Hawaiian Club

2013-2015 • **Freshman Orientation Leader**
SMU Campus Life

2012-2017 • **Accommodation NoteTaker**
SMU Learning Services

LANGUAGES

Ruby.....Beginner

HTML/CSS.....Beginner

Github.....Beginner

Google Suite.....Beginner

Microsoft Suite..... Intermediate

French.....Beginner

Tagalog.....Beginner

VOLUNTEER

2018-present • **Volunteer/Chaperone**
Nova Middle School

2012-present • **Community Outreach**
Volunteer with various groups including
Warren Campaign, Stand Up for Kids, YWCA

2007-2010 • **Youth Volunteer**
Boys & Girls Club of Maryland