MELISSA GILLEN

High Springs, Fl
Phone: *352-262-1985* | Email: *melissagillen3@gmail.com*
LinkedIn: *https://www.linkedin.com/in/melissa-gillen-34995a67/* | GitHub:
https://github.com/StamperM | Portfolio: *Write out Link*

SUMMARY

Full Stack Web Developer with a background in project management and Human resources/Talent Management. Known for being able to see the big picture but being able to implement it for the current problem.

TECHNICAL SKILLS

[Group Technical Skills into categories without bullet points or tables. See sample categories.]

Technical Languages:

Applications:

PROJECTS

[Repeat this format for up to 3 projects that are ready to be employer-facing]

Project Name | **Link to GitHub | Link to Deployed Project** *[always write out link addresses]*
- *Short summary of project (1-2 lines)*
- *Your core responsibilities in project (1-2 lines)*
- *Tools / languages used*

Project Name | **Link to GitHub | Link to Deployed Project** *[always write out link addresses]*
- *Short summary of project (1-2 lines)*
- *Your core responsibilities in project (1-2 lines)*
- *Tools / languages used*

Project Name | **Link to GitHub | Link to Deployed Project** *[always write out link addresses]*
- *Short summary of project (1-2 lines)*
- *Your core responsibilities in project (1-2 lines)*
- *Tools / languages used*

EXPERIENCE

Project Manager   2018 – Year
Info Tech, Inc   Gainesville, Fl
AIn this position my role has been scrum master and project manager. I work with both business and development to ensure we stay within scope and deliver on time. Quite often I am the mediator between business and development. Along with other project management responsible I provide reports on development cost and provide updates on our current development efforts. In this role I also was on the implementation team for a

new ESR system, I participated by making sure the system we selected met our needs as an organization, I also trained the entire company how to use this system.

- *Promotion from Sr. Project Coordinator to Project Manager*
- *Promotion from Project Coordinator to Sr. Project Coordinator*

Talent Management Coordinator 2012 – 2018
Info Tech Inc Gainesville, Fl

As a talent management coordinator, I was the benefits administrator, recruiter, and trainer. As the benefits administrator I would handle open enrollment, new hire benefits, COBRA and workman's comp. claims. Recruiting included working with management to find out what their personnel needs were, Career Fairs, conducting interviews and providing the interview questions, and New Hire Orientation. Although my trainer role was a smaller aspect of the job, I handle sexual harassment and diversity training, along with tracking the training, certifications, and conferences for the entire company. I also handled all the reports for EEO and AAP reporting. During my time in HR I also was the HR representative and handled all the migration of information when we switched from ADP to Paycor.

- *Employee of the Quarter*
- *SHRM- CP*

EDUCATION

Boot Camp Certificate: *Georgia Tech University , Atlanta,GA*
A 12-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node.js, MySQL, MongoDB, Express, Handelbars.js, and ReactJS.

AAssociates of Arts, *Santa Fe College, Gainesville, FL*