**Development**

**Coding Bootcamp at University of North Carolina – Chapel Hill** 7/2016 – 1/2017

*Full-Stack development coding bootcamp focused on immersive learning of languages, methodologies, and best practices by building applications with instructors and other students.*

HTML, CSS, CSS frameworks (Bootstrap, Semantic UI, Materialize), LESS, JavaScript, jQuery, JSON, AJAX, Firebase, Node.js, NPM packages, MySQL, Express.js, Handlebars.js, Sequelize, MongoDB, Robomongo, GitHub, GitPages, Heroku

Unbelievable Podcast Soundboard (2016)

* Officially deployed web app giving listeners the ability to play sound clips featured on the show
* Fully designed and developed the soundboard using over 80 clips provided to me by the host
* http://www.unbelievablepodcast.com/soundboard

CryptoGifs

* Search engine returning a specific amount of .gif files for the query terms relying upon Giphy’s API and JavaScript to manipulate DOM elements
* https://peaceful-sea-72109.herokuapp.com/

Schneider’s Deli Order Tracker

* Application for submitting orders to a que, updating an item’s status when it has been delivered to a table, then removing it from display after the meal has been consumed
* Utilizing Sequelize to manage a SQL database (MySQL dialect); Node.js, Express.js, and additional NPM packages for handling backend requests
* https://hidden-brook-86658.herokuapp.com/

**Professional Experience**

**Program Assistant, Project Management and Process Improvement**

Charles Koch Institute, Arlington, VA 6/2012 - 7/2015

*Founding member of a new team within the Institute specializing in the administration of cross-functional projects, provision of impartial analyses of production workflows, and successful adoption of new tools or processes. Exceptional with Project, Excel, Visio, Apttus, Salesforce and Google Apps for Nonprofits.*

* Project Manager for the Institute’s innovation capability; modified *Designing for Growth* methodology to isolate variables, establish deliverables, maintain timelines, and capture learning for multiple concurrent ventures.
* Co-led a five month market test for the development of a new service-oriented nonprofit, Foster Good.
* Built and facilitated a five week “Intro to Project Management” course for entry-level nonprofit professionals.Regularly provided group training or personalized mentorship in MS Project, Excel, and Visio for staff and students; iterative adjustment of content, complexity, and structure informed by attendee feedback.
* Coordinated three departments in the overhaul of our Communications Department’s production processes; co-created efficient and transparent procedures to clearly define decision rights, reduce turnaround time on product creation, level production, and increase interdepartmental collaboration.
* (Worked with internal clients to translate business needs into technical requirements. Regularly collaborated with Salesforce Administrators and Database Architect to build custom objects; for solutions outside of Salesforce, used requirements to identify several alternatives and provide recommendations for
* Overhauled the Institute’s classroom technology environment to support as many as 200 students.
* Primary owner of site security. Coordinated multiple internal and external stakeholders to transform the existing chaotic systems for regulating access levels of 500+ staff and participants into a sustainable, low cost, easily administrated set of processes.

**Sales Support Associate** GovConnection, Rockville, MD 3/2011 - 6/2012

*Inside sales support for a Fortune One Thousand company specialized in providing technology solutions for the Federal Government. Certifications: CSE, EMC, VSP, & CCSP.*

* Negotiation, preparation, and processing of quotes for orders. Profit and Prospecting Calls requirements.
* Managing multiple accounts within six federal agencies for three Account Managers.
* Experience working with ECSIII, ADMC-2, FirstSource, SEWP, and other contracts.
* Active immersion in current technology products and services to better understand the various markets and pain-points relating to Federal operations.

**Lead Teller** Wachovia/Wells Fargo, Cary, NC 12/2009 - 3/2011*Sales associate responsible for processing business and customer sales transactions and selling financial products. Entrusted with ATM and Vault custodianship and opening and closing the store.*

* Consistently achieving monthly and quarterly solutions quota.
* Training, evaluation, and coaching of new hires.
* Highest possible score on customer service metric administered by Gallup.
* Promoted to Lead Teller, participated in management and service calls.
* Demonstrated flexible attitude and ability to adapt to operations changes caused by the Wells Fargo acquisition of Wachovia and two robberies.

**EDUCATION**

**BA - Political Science** North Carolina State University, Raleigh, NC 2009**BA - Science, Technology & Society** North Carolina State University, Raleigh, NC 2009**Certificate – Coding Bootcamp** University of North Carolina, - Chapel Hill 2016-17