STEPHANIE THOMAS
FRONT-END ENGINEER

CONTACT

☎ (240) 486-5796

✉ stephthom126@gmail.com

📍 9917 Betteker Ln
Potomac, MD 20854

SKILLS

- UX/UI, Prototyping, Wireframing, Research, and Usability Testing
- Front-End Engineering
- Customer Service & Membership Database Management
- Awards Program Management
- Coaching & Team Development
- HTML/ CSS, Javascript, Git/ Git Hub, Figma, React, Canva
- Mircosoft Office and Adobe

EDUCATION

B.S. BIOLOGY: PRE-MED
University of North Carolina at Pembroke
2018-2021

UX/UI DESIGN BOOTCAMP
George Washington University
2024

FRONT-END ENGINEER
Codecademy
2024

PROFESSIONAL SUMMARY

Committed and detail-oriented professional with a diverse background in customer service, coaching, veterinary assistance, and swimming instruction. Recently expanded skillset with comprehensive training in UX/UI design and front-end engineering, demonstrating a commitment to continuous learning and professional development. Proven ability to manage membership programs and coordinate awards initiatives effectively.

EXPERIENCE

AWARDS PROGRAM MANAGER & MEMBERSHIP REPRESENTATIVE
The Navy League of the United States
2023-Present

- Coordinated and managed awards programs, including nomination processes, vendor coordination, and award ceremonies.
- Managed membership database, ensuring accurate and up-to-date member information.
- Communicated with members regarding membership benefits, events, and updates.
- Analyzed membership trends and prepared reports for senior management.

FRONT DESK ASSOICATE
Department of the Army- MWR
2021-2023

- Provided customer service excellence in answering questions, resolving issues, and scheduling events.
- Fielded all incoming calls, answering, screening, and forwarding calls
- Worked with Pool Operator to ensure proper management of the facility and that all safety requirements are met.

ASSISTANT HEAD COACH
Sierra Vista Tsunamis
2021-2023

- Coached Senior Level team ages 13-18. Training for swimmers includes individual program development and administration of swim guidelines.
- Assessed swimmer ability to identify skill levels for competition.
- Trained and certified lower-level coaches.
- Maintained communication between coaching staff, board members, and parents.
- CPR/AED/WSI/IWST certified.