

**Stephanie Caulley**  
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**Role:** Junior JavaScript developer

## Qualifications

- Commitment to cooperative teamwork.
- Effective communication skills.
- Extensive cross-cultural experience.
- Friendly, courteous, and self-starting.
- Proven administrative skills.

## Accomplishments

### COMPUTER SKILLS

- Completed Code 201 and 301 through Code Fellows at top of class.
- Proficient with Microsoft Word, Excel, Power Point, Outlook, Open Office, Linux
- Learning HTML, CSS, PHP, JavaScript and MySQL
- Proficient with installing and configuring various content management systems (Drupal, WordPress, CiviCRM, CMSMS)
- Experience using enterprise software applications such as Standard Insurance's Medical Underwriting Software.
- Extensive experience using the Internet to conduct research to support organizations and answer work related questions.

### CROSS-CULTURAL

- Supervised soldiers from Sudan, Vietnam, Mexico and other cultural backgrounds in Iraq.
- Spent most of childhood in eastern and southern Africa.

## Work History

November 2016 - January 2016 **Teaching Assistant** Code Fellows Portland, OR

*Assisted Students in the Code Fellows learning process.*

- Took attendance using the Canvas platform.
- Graded assignments of assigned cohort.
- Answered questions around concepts from lectures and reading.
- Coached students through problem areas in coding projects.

April 2009 - August 2014 **Care Manager** Union Gospel Mission Portland, OR

*Planned, implemented and managed the social services department for a community of people in addiction recovery.*

- Identified major social service gaps and created systems for meeting those needs.
- Installed and managed a Ubuntu web server for data management.
- Installed, configured and managed Drupal CMS for capturing program participant data.
- Created and maintained partnerships with medical and dental providers.
- Trained, managed and evaluated up to two program participants and various volunteers in supporting the social services department.
- Created metrics tracking system and provided data for regular meetings and special projects on request.
- Participated in the planning and execution of significant changes to the recovery program.
- Assisted IT manager in supporting IT around the organization.

April 2008 - March 2009 **Administrative Specialist** Southeast Uplift Neighborhood Coalition Portland, OR

*Supported the staff and programs of Southeast Uplift through administrative tasks.*

- Answered the phone and provided information for programs or referrals to other agencies.
- Prepared documents for board meetings and various neighborhood training events.
- Installed, configured and populated the CiviCRM software for use as their new donor management software.
- Performed first line IT support for the agencies technology.

January 2007 - November 2007 **Records Specialist**, Standard Insurance Portland, OR

*Mastered the support cycle for maintaining files in support of the Retirement Plans Division.*

- Planned and oversaw file move in Standard Insurance's Plaza Records Department.
- Handled requests for the creation of files and the location of files and documents in Standard Insurance's Plaza Records Department.
- Consistently exceeded full-time coworkers' performance metrics despite working only part-time

October 2006 - January 2007 **Today's Staffing** Portland, OR

- **Records Specialist**, Standard Insurance - Plaza Records Department - *Mastered the support cycle for maintaining files in support of the Retirement Plans Division.*
- **Medical Underwriting Clerk**, Standard Insurance - Medical Underwriting Department - *Mastered the support cycle of entering application, receiving and distributing correspondence, and filing.*
  - Conducted extensive Internet research to complete address information on insurance enrollment forms for Standard Insurance's Medical Underwriting Department.

## **Education and Training**

2016 **Code Fellows Computer Programming Bootcamp**

Completed Code 201 - Foundations in Software Development

Completed Code 301 - Intermediate Software Development

2014 **Team Treehouse (internet based training)**

Ongoing training of web-based programming (HTML, CSS, PHP, JavaScript and MySQL)

2002 - 2005 **California National Guard**

- 2004 -2005 Operation Iraqi Freedom

1997 - 2002 **Army**

- 2000 - 2001 SFOR 8 - 9, Bosnia
- 2001 **Army Primary Leadership Development Course, Ft. Stewart, GA** - Completed leadership program to administer soldiers on and off the battle field.
- 1997 - 1998 **Defense Language Institute, Monterey, CA** - Completed linguistics program in Modern Standard Arabic, Basic Course.