

# Zachary Kline

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Two years' experience developing software, with a certificate in Full Stack Development. Experience in several programming languages. More than 6 years' experience in professional development, training, recruitment, and management experience. Skilled at debugging, troubleshooting, and program management, with a passion for teaching others. Reliable and dedicated to getting the job done.

## AREAS OF EXPERTISE

Front End Certified: JavaScript, Node, React, Redux, HTML, CSS

Agile Project Management: SCRUM Master, Daily Standups

Database Management and Administration

Back End Certified: Python, Node, Flask, SQL, Django, Django Rest Framework

Experience with Team Communication Software: Slack, Trello

Technical Support and Troubleshooting

Experience with Git, GitHub

Training and Onboarding New Team Members

Experience Administration of Windows, OSX, and Linux

## PROFESSIONAL EXPERIENCE

**Facilitator: Software Engineering** | Kenzie Academy, Indianapolis, IN

2019 - Present

Educated students on developing software engineering skills to make a jumpstart into the tech industry.

- Spearheaded the corporate training program at Kenzie Academy which partnered with Amazon to teach Front-end Web Development.
- Developed and refined the software engineering curriculum to give students greater accessibility and to increase retention of knowledge learned.
- Worked with students to help expand their knowledge of software engineering languages such as HTML, CSS, JavaScript, and React.
- Led pre-capstone and capstone projects as SCRUM master, using agile methodology, led daily standups, and utilized Trello to ensure the teams were on-track, efficient, and successful.
- Lead five teams as a project manager, delegating tasks for team members, setting timelines for development goals, and acting as a bridge between the product owner/stakeholders and the development team.

**Manager: Volunteer Services** | Humane Society for Hamilton County, Noblesville, IN

2018

Lead and developed the volunteer program for the only open admission non kill animal shelter in Indiana.

- Recruited, trained, and managed over 200 new volunteers for the shelter to fulfill daily volunteer needs.
- Organized and managed large-scale events attended by hundreds of guests, including Woofstock, Paws for a Cause, and Clear the Shelter, by creating schedules, and working with volunteers and staff during the event.
- Utilized 360° feedback to ensure volunteers had a safe place to address volunteer concerns and ideas and to incorporate into the program in the future.
- Maintained a database of over 2000 volunteers utilizing the volunteer software Volgistics.
- Wrote and sent out monthly volunteer program updates to volunteers and stakeholders highlighting the accomplishments and milestones of the volunteer program.

**Coordinator, Volunteer** | PhysioCare Hospice, Indianapolis, IN

2017 - 2018

Developed a volunteer program which utilized 40 volunteers in tasks dedicated to assisting people transitioning into hospice care.

- Developed and lead the volunteer program for the Indianapolis branch of PhysioCare Hospice.
- Recruited and trained 40 volunteers to help provide comfort to patients in hospice care.
- Generated monthly volunteer reports highlighting volunteer contribution to the organization.

**Coordinator, Volunteer** | CICOA Aging & In Home Services, Indianapolis, IN

2016

Revitalized a volunteer program during large-scale changes in the leadership of the organization and change in direction for the company.

- Focused on improving utilization of the volunteer program by using targeted marketing and community building.
- Engaged in volunteer training, orientation, and placement within the organization.
- Fulfilled volunteer opportunities in areas including hunger, home repair, and companionship.
- Utilized Salesforce and Excel databases to overhaul the volunteer program.

**Supervisor, Volunteer** | Carmel Clay Parks & Recreation, Carmel, IN

2013-2015

Expanded the volunteer program to fulfill the needs of the growing community.

- Engaged corporate volunteers with volunteer projects catered to their skills and requirements.
- Overhauled volunteer retention programs to improve volunteer satisfaction.
- Maintained a database of over 900 active volunteers and fulfilled volunteer needs in five different departments.
- Created monthly volunteer newsletters and utilized marketing materials to increase volunteer interest.
- Generated monthly reports and lead presentations on the status of the volunteer program.

**Teacher, ESL** | JM Story School, Cheongju-si, South Korea

2012-2013

Taught approximately 90 non-English speaking students English language skills.

- Instructed ESL lessons to classes of 30+ students with varying English proficiency.
- Created lesson plans and new English educational materials for classroom use.
- Planned and coordinated four school-wide special events, including the 2012 Christmas pageant and graduation ceremony, by teaching children's songs and stories for performances.

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## EDUCATION

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**Full Stack Certification** | Kenzie Academy - Butler University, Indianapolis, IN

**Bachelor of Arts Anthropology, BA**, May 2009 | Kutztown University, Kutztown, PA