ADRIENNE HELMS MAJOR

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SUMMARY OF QUALIFICATIONS

Java Software Development
Android Mobile Application Development
Object-Oriented (OO) Software Design & Programming
RESTful Web Services
Unified Modeling Language (UML)
Enterprise and Full Stack Web Development

TECHNICAL SKILLS

PROGRAMMING LANGUAGES
CSS, HTML, Java, JavaScript, PHP, SQL, XML

WEB FRAMEWORKS & TECHNOLOGIES
AJAX, AngularJS, Bootstrap, Google Maps, Google Places, HTTP, jQuery, JSF, JSON, JSP, Spring MVC

DATABASE TECHNOLOGIES
Hibernate, JDBC, MySQL, Oracle SQL Developer

DEVELOPMENT PLATFORMS
IntelliJ, Android Studio, Eclipse, Java SE, NetBeans

TESTING & LOGGING FRAMEWORKS
Jasmine, JUnit, Log4j

VERSION CONTROL SYSTEMS
GitHub

RELEVANT COURSES

Java Software Development
Advanced Java Software Development
Enterprise Java Software Development
Object-Oriented Software Engineering
Object-Oriented Programming Using Java

Web Software Development
Web Frameworks
Data Structures
Database Architecture
Software Engineering Practicum I & II

EDUCATION

REGIS UNIVERSITY
Master of Science in Software Engineering   Jun 2013 – Dec 2016

TEXAS A&M UNIVERSITY
Bachelor of Business Administration in Finance   Aug 1995 – Aug 1999

WORK EXPERIENCE

PINGORA ASSET MANAGEMENT, LLC

Executive Assistant / Office Manager   Dec 2013 – May 2016
- Provided administrative support to the CEO, COO, CFO, and General Counsel.
- Managed vendor relationships and provided general office management.
- Maintained a confidential list of company and employee login credentials, and company issued credit cards.
- Fostered employee relations by instituting monthly employee birthday celebrations.
- Reduced the volume of phone inquiries by establishing a website Q&A page and an automated attendant.
- Supervised administrative staff including interviewing, making hiring recommendations, training, directing work, and appraising performance.
- Obtained notary certificate to assist General Counsel in the completion of government, regulatory, and compliance documents for the company.
- Secured private rate agreements with local hotels resulting in cost savings to both the firm and out-of-town visitors.
- Created an onboarding checklist and new hire welcome letter template resulting in a more efficient onboarding process.
- Responsible for new employee onboarding including processing required forms and background checks, preparing workspace, configuring laptops, and network access.
- Audited and reorganized HR files to ensure compliance with federal and state regulations.
- Revamped network file structure by creating network drives for each business unit (e.g., analytics, human resources, legal, accounting, general office management) to ensure appropriate access.

DUNN WARREN INVESTMENT ADVISORS, LLC

Director of Operations   Nov 2010 – Oct 2012
- Oversaw all operations activities including client requests, error reconciliation, firm trading activity, quarterly billing, vendor management, bookkeeping, and client account management.
- Responsible for all hiring needs, onboarding of new employees, unemployment related issues, processing all 401k contributions, tracking all employees PTO, and processing payroll.
- Created job descriptions, introduced regular performance reviews, and implemented an annual goal setting process.
- Collaborated with the Chief Compliance Officer to reconcile client errors, audit client trust accounts, and complete the annual ADV mailing.
- Responsible for updating and maintaining the firm's website, network, internal email accounts, and any technology related projects as needed.

BERNSTEIN GLOBAL WEALTH MANAGEMENT

Private Client Manager, Assistant Vice President   Jun 2007 – Oct 2010

BERNSTEIN GLOBAL WEALTH MANAGEMENT

Senior Private Client Associate   Sep 2006 – Jun 2007
Private Client Associate   Feb 2005 – Sep 2006

AEGIS ASSET MANAGEMENT, INC. | WESTCOTT SECURITIES, LLC

Client & Operations Specialist   Oct 2003 – Aug 2004
Operations & Trading Specialist   Jul 2002 – Oct 2003
Junior Analyst   Sep 1999 – Jul 2002