# ALYSSA GRAHAM

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## **ABOUT ME**

Being a life-long athlete, I enjoy being a part of a team - working together towards a common goal fuels my drive. Whether it's successfully executing a play on the field, meeting a deliverable in my professional life or learning from opportunities to improve, I am at my best when I am collaborating with others and fully engaged in my purpose.

## SKILLS

#### front-end

HTML | JavaScript | CSS ¡Query | Bootstrap | React.js

#### back-end

Node.js | Express.js | MongoDB Sinatra | Ruby | Postgresgl

#### soft skills

Clear Communicator | Team Player Time Management | Goal-Oriented

## **EDUCATION**

**General Assembly** Web Development Certificate

## **Gustavus Adolphus College**

Bachelor of Arts Political Science & Spanish

#### **DePaul University**

Certificate in Project Management

# OTHER INTERESTS

Ultimate Frisbee | OrangeTheory Harry Potter Enthusiast | Dog mom

## EXPERIENCE

#### WEB DEVELOPMENT IMMERSIVE STUDENT

General Assembly | March 2018 - June 2018

- Participated in a 12-week long training program focused on web development tools and best practices. Completed assignments and projects with final working portfolio.
  - Popcorn Game Collision detection game where player(s) collect popcorn for points and attempt to dodge kernels resulting in various negative points
  - Vide-ojo a video sharing site for users to search and share favorite videos connected to the YouTube API
  - · Carpoolic A full stack ride share web application for users claim rides or offer rides to events easier

### **REGISTRATION & EVENTS MANAGER**

PCMA | May 2017 - February 2018

- Oversaw creation and deployment of registration and hotel reservation websites for multiple events ranging from 20 - 5,000 attendees
- Coordinated, created and managed production of conference signage, adhering to budget and discount deadlines
- Managed travel accommodations for staff, vendors and VIP speakers
- Processed billing for miscellaneous event needs including name badges, hotel rooms and internal transfers for registration

## MEETING COORDINATOR, TRADESHOW OPERATIONS

IHA | August 2012 - May 2017

- · Effectively facilitated collaboration between IHA stakeholders and vendors for over 90 meeting rooms
- Managed hotel accommodations for event staff, vendors and VIPs
- Coordinated, created and managed production of various exhibitor communication projects including online manuals, weekly emails, blog promotions and exhibitor surveys