AFTON HENCKY

Oakland, CA
510-338-2436
Ahencky@gmail.com

SKILLS

HTML/CSS □ Python/Django □ JavaScript/JQuery
Adobe inDesign/Photoshop □ Content Management □ MS Word/Excel

EDUCATION

SMITH COLLEGE, Northampton, MA | **Bachelor of Arts, Psychology**

GENERAL ASSEMBLY, San Francisco, CA | **Front-end Web Development**

EXPERIENCE

IT DEVELOPMENT ASSISTANT
DIS - Denmark's International Study Program, Copenhagen, Denmark
- Full-time paid internship developing and maintaining web applications for non-profit international study program.
- Full-stack web development working with Python, Django, JavaScript, HTML, CSS, and PostgreSQL.
- Provided technical support to users of website and and online applications.
- Collaborated with online marketing team to manage web content and traffic.
- Contributed to documentation of web systems and production of online help resources.
- Trained staff in use of custom content management system.

COPY EDITOR & PRODUCTION INTERN
Metamorphoses Literary Journal, Northampton, MA
- Proofread and edited submissions to literary translation journal.
- Assisted the editor with research and communications with contributors.
- Produced journal layout with InDesign and updated website using Dreamweaver.

SALES ASSOCIATE
Gap Inc. Portland, OR
- Provided customer service, employed brand selling strategies, and maintained store appearance.

OFFICE ASSISTANT
Smith College Music Department, Northampton, MA
- Assisted department administrative staff with data entry, filing, general office maintenance, visitor tours, setup and promotion of summer events.

ADMINISTRATIVE FLOATER
LifeWorks NW, Portland, OR
- Provided administrative support to multiple branches of a mental health and addiction services agency. Duties included filing, mailing, scanning client charts, and data entry.