

# AFTON HENCKY

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## 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

**DIS – DANISH INSTITUTE FOR STUDY ABROAD**, Copenhagen, Denmark  
**IT Development Assistant (1.5 years)**

- Development and maintenance of web applications for non-profit international study program
- Full-stack web development with Python, Django, JavaScript, HTML, CSS
- Provided technical support to users of website 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

**METAMORPHOSES Literary Journal**, Northampton, MA  
**Copy Editor & Production Intern**

- Proofread and edited submissions to literary translation journal
- Assisted the editor with research and communications with contributors
- Produced journal layout and updated journal website

**THE GAP**, Portland, OR

**Sales Associate**

- Provided customer service, employed brand selling strategies, and maintained store appearance

**SMITH COLLEGE MUSIC DEPARTMENT**, Northampton, MA

**Office Assistant**

- Assistance to department staff including data entry, filing, general office maintenance, visitor tours, setup and promotion of summer events

**LifeWorks NW**, Portland, OR

**Administrative Floater**

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