

Arthur "A.J." Hutchins

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I am a creative-minded Software Engineer with a passion for using empirical data to drive my design and function. My Master's Degree in Applied Behavior Analysis provides me with a unique behavioral approach that benefits a collaborative environment. I also utilize my background in Education & Financial Business Management to provide quality solutions that improve user functionalities and designs.

SKILLS / TOOLS

- **Languages:** JavaScript, HTML, CSS, Python, TypeScript
- **Libraries and Frameworks:** React, Node.js, Express.js
- **Databases & Other:** PostgreSQL, Sequelize, ORM, MongoDB, Mongoose, ODM, RESTful Routing JSON

EDUCATION

General Assembly, Remote Jan. 2021 - Present
Software Engineering Immersive Program
Computer Software Engineering Certificate (expected April 2021)

Northeastern University, Boston, MA Aug. 2017 - Present
Bouvé College of Health Sciences
Master of Science in Applied Behavior Analysis (expected May 2021)

Westfield State University, Westfield, MA 2013
Bachelor of Arts in English

LICENSURE

- Provisional Teaching License in Severe Disabilities (All Levels) 2020
- MA Life, Accident & Health (Insurance Producer) License 2019
- Provisional Teaching License in English (8-12) 2015
- Series 6 Registered Representative (exp. Aug. 2017) 2015

True North Ale Company, Ipswich, MA Jan. 2019 - Present
Manager & Bartender

- In charge of overseeing hundreds/thousands of dollars and the safety of the patrons.
- Open and close the location and ensure the security of the location.
- Handle and resolve ad hoc team and customer-oriented tasks quickly and efficiently.

Danvers Public Schools, Danvers, MA Sep. 2020 - Jan. 2021
Special Education Teacher

- Oversaw and provided lead instruction in a classroom with 5 students diagnosed with Autism Spectrum Disorder.
- Provided research-based specialized instruction to address 100+ different instructional goals and objectives contained within each student's IEP.
- Worked cooperatively with school staff and led a team of 3 staff.
- Served as the primary contact for all parents, and had monthly consults with each to present a report of educational and behavioral progress.

Northwestern Mutual, Boston, MA Feb. 2018 - Sep. 2020

Practice Manager

Jan. 2019 - Sep. 2020

- Managed the multi-million dollar practice/business of a Wealth Management Advisor in downtown Boston.
- Communicated with hundreds of clients weekly about various accounts (Investments, Life & Disability Insurances).
- Oversaw and facilitated the onboarding of hundreds of new clients.
- Monitored over 400 existing accounts and provided maintenance as needed.

Client Relations Manager

Feb. 2018 - Jan. 2019

- Prepared hundreds of insurance & investment account applications and various other forms for clients.
- Corresponded with hundreds of clients weekly to communicate account billing information.
- Assisted in the delivery of insurance policies and facilitated the submission of the modal premium for the client.

Bridgewell, Inc., Salem, MA

Program Manager

Dec. 2016 - Feb. 2018

- Managed the daily operations of a residential home for 5 adult individuals with disabilities.
- Managed all finances and budgets for individuals and the residential facility.
- Brought finances and budget up-to-date from a 4-year deficit, resulting in a residual lump-sum of \$10,000 for each individual.
- Wrote and implemented 20+ goals for the Individualized Support Plans (ISPs).
- Wrote 5 grants for various activities and individual benefits.
- Interviewed, hired, trained, and supervised 20+ staff members.
- Acted as the point of contact for families/guardians and several government agencies (Department of Developmental Services, Social Security Administration, and the Departments of Health and Human Services).

360 Intel, Concord, NH

Editor

Sep. 2015 - Feb. 2018

- Reviewed and edited up-to 15 consumer reports per day for retailers, residential facilities, fitness centers, casinos and restaurants.
- Submitted edited reports directly to clients.
- Communicated with various team members as needed.

Hopeful Journeys Educational Center, Beverly, MA

ABA Teacher & Case Manager

Sep. 2015 - June 2016

- Implemented individualized academic, behavioral, and social programs in self-contained classrooms for 7 individuals with Autism Spectrum Disorder, Traumatic Brain Injuries, and other Developmental Disabilities.
- Managed individual cases for 3 students, and wrote bi-weekly consults.
- Recorded and graphed data daily based on Individualized Education Plans (IEPs).

Voya Financial Company, Windsor, CT

Customer Service Associate

Jan. 2015 - Aug. 2015

- Processed fund transfers and reallocated balances on the New York Stock Exchange.
- Answered up to 100 calls per day in the call center.
- Coached 5 new hires on company systems and processes.
- Resolved many complex customer issues within average call expectation times daily.
- Researched and troubleshooted discrepancies relating to transaction processing, compliance and regulatory issues with a customer satisfaction rating average over 4.7/5 stars.

Longmeadow Public Schools, Longmeadow, MA

Substitute Teacher

Oct. 2013 - Oct. 2014

- Performed duties of the typical classroom teacher in their absence, overseeing up-to 30 students.

- Implemented 5-10 lesson plans & ran daily classroom events.

Stavros Fiscal Intermediary Services, Springfield, MA

Personal Care Attendant

Aug. 2012 - Oct. 2014

- Cared for individuals with a range of developmental, cognitive, and physical disabilities in their homes & communities.
- Aided in daily tasks such as OT & PT skills, bathing, changing, and feeding.
- Work directly with client's families to help reach goals and develop skills.

Springfield Jewish Community Center, Springfield, MA

Special Needs Camp Counselor

Summer 2013 & 2014

- Worked as a 2:1 or 1:1 camp counselor with children who have special needs.
- Assisted with camp activities such as swimming, outdoor and indoor games, and arts & crafts.
- Aided with mealtimes, bathrooming, and changing.

Special Needs Community Programs Director & Instructor

Mar. - Aug. 2014

- Supervised various programs: *Best Buddies*, *Fitness Buddies*, and *Project RIDE*.
- Scheduled outings in the community and provided transportation.
- Organized weekly & monthly activities and ran/supervised the groups.