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<https://alatheia23.github.io/React-Portfolio/>

## Professional Summary

Full-Stack Developer &  
Experienced Project Manager  
(\$1 mil budget)

- Concurrently responsible for operations & events
- Strong relationship building and **C-Suite level reporting**
- Financial analytics, editing/technical content management
- Sales account management, B2B, & customer relations

Self-starting, effective and deft team player who enjoys analysis & challenge.

- **SaaS product building, QA, technical writing and general technical aptitude.**

## Certifications

Certified Full-Stack Web Developer - UCLA (Dec. '23)

PMP Certification (In Progress)

## Skills

Jira, Git, Confluence, Notion  
(Agile methodologies)  
Javascript (NodeJS, MongoDB, ReactJS, jQuery, MERN stack)  
Sql (MySQL, NoSQL)  
HTML, CSS, Heroku  
Technical Writing (Markdown)  
QA Testing/Technical Review  
Metadata Maintenance  
OpenBOM/BOM management  
Sales Analysis/Optimization  
Inventory/Supply Chain Management  
Edelweiss, Anthology, Bookstat  
Expert Excel/Google Sheets  
Expert Office/Google Suite  
Expert Adobe  
CRM & Salesforce  
Proficient German  
Strong writing & communication skills

# Jenny Wannier Tarzian

## Education

### University of Colorado at Boulder (2006-2009)

- Spent final 3 years in BA program with honor status (*B.S. Biochemistry*).

### UCLA - Full-Stack Web Developer Certification (2023)

- Diverse full-stack web portfolio, affinity for Sequel databases (back) & ReactJS (front)

## Work History

### Camino Robotics: *Project Manager (contract)*

2023 – Present

- Oversee updates on **technical mechanical engineering design**; run detailed QA.
- Drafted technical documentation including build instructions and testing protocols.
- Coordinate workflow (w/ **Jira**) between engineering contractor teams & internal team.
- On-site inventory management incl. software set-up, BOM maintenance, & procedures.
- Facilitate purchasing, vendor/product research ensuring ISO compliant components.
- Scope, organize, & manage FDA medical product testing and certification process.

### Zibby's Bookshop: *Store Launch - Manager*

2022 – 2023

- Establish & implement store opening including **retail & inventory systems**, customer engagement, staffing, purchasing, receiving & stock, & event operations.
- Stewardship of metadata system, accurate COG, sales tracking & analysis, etc.
- Reduced initial inventory costs by 9% from conventional stocking procedures; establish all vendor accounts & terms, optimized inventory discounts w/ delivery.
- Developed all store procedures in tandem with training/on-boarding staff of 10
- Early analysis of market needs. Recommend sales strategy/inventory adjustments.
- Oversaw **website design/computer integration**, audit consistency & reproducibility.

### Various Labs: *Data Manager - Intermittent*

2012 – 2023

- Collated, organized and ran basic analysis of raw data for epidemiology labs.
- Performed editorial review for technical and mathematical research papers.

### Nolo: *Associate Operations Manager*

2022

- Designed **SaaS** product, operational flow, metadata structure, & support resources for DIY legal filing product, reporting to C-Suite on deadlines, progress, & targets.
- Drafted and oversaw coding updates for consumer portal, including **QA** process.
- Synthesized research & data to optimize product/procedures and identify issues.
- Helped create and maintain database structure and reference; legal compliancy.
- Managed and trained project researchers, overseeing workflow and work quality.
- Trained and supported CS through updates and new product launches.

### Flintridge Bookstore: 2007 – 2022 (Concurrent Managerial Positions):

#### *General Buyer/Inventory Manager*

2016 – 2022

- Increased children's sales 11% in tough market, streamlined buying procedures.
- **Integrated & automated buying to receiving process**; oversaw receiving/returns.
- Detailed sales analysis for trends/category performance – including sales forecast.
- Managed & operated all B2B & off-site fair/author events, increased sales 30% through new partnerships; maintained off-site hardware, software & procedures
- Managed **high-level customer interface**, strong customer satisfaction.
- Strategic sourcing to reduce inventory costs by 7.5% while maintaining availability.
- Managed all supplier orders and accounts, 120-150 rotating vendors, 1m budget.
- Organized & managed in-store events w/ marketing manager; 75-400+ attendees.
- Created and updated store website, Designed monthly ¼ page print news ad

#### *Children's Buyer & Specialist; Inventory Manager*

2015 – April 2022

- Managed inventory and displays for the children's, toys/gift, and game sections
- Coordinated B2B, core literature, & giveback programs with schools.

#### *On-Demand Publishing Manager*

2012 – 2022

- Managed & initiated author printing, file formatting, & editorial review