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<https://alathea23.github.io/React-Portfolio/>

Professional Summary

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

- Concurrently responsible for operations & events
- Strong relationship building
- Financial analytics, editing/technical content management
- Sales account management, B2B, & customer relations

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

- Fostered long-term relationships with vendors/retail partners while seeking new business opportunities

Certifications

Certified Full-Stack Web

Developer - UCLA (Dec. '23)

PMP Certification (In Progress)

Skills

Jira, Git, Notion (Agile methodologies)

Javascript (NodeJS, MongoDB, ReactJS, jQuery, MERN stack)

Sql (MySQL, NoSQL)

HTML, CSS

Heroku

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

Camino Robotics: *Project Manager (contract)*

2023 – Present

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

Zibby's Bookshop: *Store Launch - Manager*

2022 – 2023

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

Various Labs: *Data Manager - Intermittent*

2012 – 2021

- Collated, organized and ran basic analysis of raw data for epidemiology labs.

Nolo: *Associate Operations Manager*

2022

- Drafted & optimized operational flows for online DIY divorce filing product, support resources & metadata structure; reporting on deadlines & targets.
- Drafted and oversaw coding updates for consumer portal, including testing process.
- Synthesized research & data to optimize product/procedures and identify issues.
- Helped create and maintain the variable database (metadata); 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, improved buying procedures.
- 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.
- Integrated & automated buying to receiving process; oversaw receiving/returns
- Detailed sales analysis for trends/category performance – including sales forecast
- Crafted sales initiatives & reviewed sales targets, analyzed inventory strengths
- 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
- Created and coordinated author visits & book fairs with local schools, programming.
- Coordinated B2B, core literature, & giveback programs with schools.

On-Demand Publishing Manager

2012 – 2022

- Managed & initiated author printing, file formatting, & editorial review
- Coordinated copyright registration & compliance/Maintained and operated EBM

Café Manager

2012; 2017 – 2020

- Managed staff of eight; improved customer interface; food safety compliance.

Education

University of Colorado at Boulder (2006-2009)

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