

Alexandra K. FitzGerald

alikhfitz@gmail.com
16 Caldwell Ave, Somerville, MA

Education

Emerson College

Bachelor of Arts - 2012

Major: Writing for Film and Television

Magna Cum Laude

General Assembly

Back End Web Development

September - December 2014

Portfolio: www.alikhfitz.me

Skills: HTML/CSS, Sass, Javascript, JQuery, JSON, AJAX, AngularJS, Git, Ruby/Rails, Postgres

Github: github.com/alik5

Objective: Seeking a position with creative potential in the tech industry.

Experience

Freelance Ruby/Rails Developer

July 2014 - Present

- +Full stack web developer
- +Content writing
- +Wire-framing
- +Design (logos and layout)

Legal Assistant

Casner & Edwards LLP, Boston, MA

September 2013-November 2014

- +Created a new billing/collections system
- +Assisted in maintenance of company website
- +Organized events for 300+ people
- +Organized schedules daily for 4 attorneys
- +Assisted in editing legal documents

Assistant Manager of Operations Truck Manager

Bon Me Foods, LLC, Boston, MA

March 2013- September 2013

March 2012-August 2012

- +Developed new systems for a thriving small business
- +Assisted overseeing of three trucks (maintenance, stock, staffing)
- +Managed and scheduled 20 employees

Intern

FilmNation Entertainment, Los Angeles

September 2012 - December 2012

- +Researched segments and broke down critical facts for the host
- +Wrote guest introductions, conscious of potential segments hooks and promotional material
- +Office Assistant

References available upon request.