Amanda Owens

University City, MO 63130 ● Phone: 267-85-4028 (cell) ● github.com/amanda7641 ● amanda7641@gmail.com

Technical Skills

- Java, Python, SQL, HTML, CSS, Flask, Spring MVC, Bootstrap
- Mac OS, Windows, Linux
- Microsoft Office/Excel, Photoshop, Data Entry

Project Experience

Work Request and Asset Management Application

A web-app that allows users to create, view, and edit the status of work requests. Designed for a small business campus, it also allows for linking work requests to buildings and filtering through requests.

- Java, Spring, Thymeleaf, MySQL, HTML, CSS, Javascript
- Beyond work request features, I utilized Spring Security to allow for secure authentication
- github.com/amanda7641/WRAAM

Education

LaunchCode: LC101 Programming course   Completed June 2018

Rigorous 20-week computer programming course, learning the core coding skills in Python and moving deeper into coding with Java.
Curriculum covered: Python, Flask, Jinja2, SQLAlchemy, MySQL, Java, Spring, Hibernate, Thymeleaf

Bachelor of Arts: McDaniel College   Graduated 2015

Bachelor's Degree in both Mathematics and Studio Art from McDaniel College.
Honors: Dean's List, Alpha Lambda Delta, Kappa Mu Epsilon, Phi Alpha Theta

Experience

Zone Clerk/Administrative Assistant: Washington University   2017-2018

- Data Entry: track and update data using asset management program
- Strong multi-tasking ability and organizational skills
- Extend role by contributing to project developing and making better use of asset management program

Accounts Payable Specialist: Advent Security Corporation   2015-2016

- Customer communication: resolved problems with both customers and vendors
- Accounts Payable duties, Accounts Receivable backup
- Coordinated, maintained, and updated reports and spreadsheets
- Assisted with website rebuilding, created advertisements, and designed employee invitations

Mathematics Tutor/Teaching Assistant: McDaniel College   2013-2015

- Tutored for a multitude of classes, ranging from high school algebra to 3000 level college courses
- Spent two semesters organizing and overseeing a required flex hour for different Linear Algebra classes

Office Assistant: Advent Security Corporation   2007-2012
(part-time)

- Data entry, file/spreadsheet maintenance
- Assisted the IT staff in updating company computers and resolving technology issues
- Assisted in updating paper contract filing system by inputting contracts into the digital system