AMBER MOREYRA

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EDUCATION

Certificate: Full Stack Web Development
University of Denver, September 2019

Master of Science: Educational Leadership
Minnesota State University, Mankato, May 2006

Bachelor of Business Administration: Finance, Minor: Spanish
University of Wisconsin – Whitewater, May 2004

WEB DEVELOPMENT SKILLS

Browser Based Technology
- HTML5
- CSS3
- Bootstrap
- JavaScript
- jQuery

Databases
- MongoDB
- MySql

Deployment Technology
- Git
- Heroku

Server-Side Development
- MERN Stack
  - MongoDB
  - Express.js
  - React.js
  - Node.js

COURSE GROUP PROJECTS

- Developed site to query locations of crime instances within a city during certain moon phases (Moon Madness)
  - *Skeleton, JavaScript, Google Map API, Dark Sky API, US Municipal API*
- Developed site taking user-submitted data to estimate state sales tax on female products (HER COSST)
  - *Bootstrap, jQuery, Express.js, Node.js, Handlebars, Chart.js, Sequelize*
- Developed course project idea site (I Have No Idea)
  - *Reactstrap, React.js, Passport.js, Lodash.js, Express.js, Node.js, Nodemailer, MongoDB, bcrypt*

PROFESSIONAL EXPERIENCE

Paraprofessional, Seigneur Gustafson LLP
January 2019 – Present
- Assist with office-wide projects to improve efficiency for next tax season
- Organize, scan, and prepare all incoming client tax documents
- Generate QuickBooks reports to prepare business tax documents

Executive Assistant to the President/CEO, Academic Impressions
August 2016 – October 2018
- Managed CEO's electronic calendar in fast-paced and ever-changing environment
- Scheduled and coordinated CEO's travel of over 100 days per year including: identifying best travel arrangements, providing written travel itineraries, and accounting for credit card reconciliation
- Prioritized conflicting needs and follow-through on projects to successful completion within deadlines
- Monitored and guided CEO's workflow and day-to-day priorities
- Supported various company-wide projects including content migration for new website, accounts receivable using QuickBooks, and Salesforce integration testing and data updates
- Managed 360 evaluation product and process for over 300 external clients

Associate Director of Housing and Dining, Campus Village Apartments, EdR
July 2014 – August 2016
- Managed operations for a 685-bed student housing complex including Residential Life, Leasing, Accounts Receivable, Maintenance, and Dining
- Created and monitored $12 million budget encompassing payroll, expenses, and capital projects
- Responsible for vetting, negotiating, and executing vendor contracts

Assistant Director, Residential Life, Beloit College
January 2010 – July 2014
- Hired, trained, supervised, and evaluated three full-time Area Hall Directors and indirectly supervised 47 undergraduate Resident Assistants (RAs)
- Planned logistics and content for annual Fall (two-week) and Winter (four-day) RA trainings
- Partnered with external vendors to negotiate contracts and served as primary contact for renovation projects
- Responsible for department website maintenance