



**EDUCATION**  
General Assembly – Front End Web Development  
Pratt Institute - BFA, Film/Traditional Animation

**APPLICATION ANALYST**  
Nuveen · New York, NY · 2016 – present  
Lead on the GREAT Room Help Desk, a SharePoint based system, serving over 3000 users, internal employees and external companies, in Asset Management of investments that include Real Estate holdings and properties. Currently part of the Application Operations Support (AOS) team under John McVicar, VP, Sr. Manager, AOS.

* Wireframe and UI design of AMT SharePoint site
* GREAT Room Help Desk via SharePoint 2013
  + Design and function of help section and Real Estate document libraries
  + SharePoint management of access, design, and sub-site architecture
  + User customer service with account and submission issues
  + Creation and management of GREAT Room run book for application
* Weekend application support: autosys run jobs, triage incident alerts, correspondence with application teams on matters of support

**SR. ADMINISTRATIVE ASSISTANT**  
TIAA-CREF · New York, NY · 2010 – 2015  
Support provided to C-level executive and his directors in the Asset Management Technology organization of TIAA (TGAM) consisting of 500+ staff members.

**GRAPHIC DESIGNER**  
Bridge Records, Inc. New Rochelle, NY

Application Analyst with heavy involvement in SharePoint admin, IT customer service, and UX Design. Collaborated and drove the project to improve design and functionality of primary application through automation and corresponding workflows. Redesigned the help center area of application for improved user experience.

**CONTACT INFO**

**WEB PORTFOLIO**

Tbd…..

**SKILL SET**

* Programming:  
  HTML, CSS, JS, SharePoint  
  Python, Windows/Mac OS
* Design:  
  Wireframe, UX, Adobe Illustrator, Photoshop, InDesign, Traditional Animation
* Interpersonal:  
  Customer Service, Collaboration, Leadership, Project Planning, Scrum, Office Administration

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