Anita Torrence

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Professional Summary

Highly organized, detail oriented and self-directed individual with recent certification in C# from Tech Elevator, a comprehensive coding bootcamp. Background includes a degree in Mathematics and specialized training in information management during service as an Air Force officer.

Professional Experience

Tech Elevator - .NET Development Certificate
April 2017
- C# Language Fundamentals: variables, data types, loops, conditional statements, exception handling, collections framework, I/O
- Object Oriented Programming: classes and objects, interfaces, access modifiers, class modeling, encapsulation, inheritance, and polymorphism, class diagrams
- Web Application Development: HTML, CSS, Javascript, jQuery, ASP.NET MVC
- Database Programming: ADO.NET, table design and creation, SQL queries and DML, MS SQL, E/R diagrams
- Development tools and techniques: Agile, unit testing (MS Test), TDD, Git command line, Visual Studio 2015, Selenium, Cucumber

Andrews Moving and Storage, Streetsboro, OH 44241
Move Coordinator, Feb 2013 – May 2016
- Single point of contact during the entire moving process for a yearly average of 590 residential moves a year
- Managed the calendars for two residential salesmen to set up new opportunities
- Reviewed estimated costs and planned services with each customer
- Developed process improvements to reduce time spent on recurring procedures
- Earned Move Coordination Certification with a Silver rating during 2014 and 2015

Air Force Material Command, Wright Patterson Air Force Base, Dayton, Ohio
1st Lieutenant, Information Management Officer, Jan 1994 - Jan 1996
- Provided administrative support to the Squadron Section Commander
- While acting as liaison for the commander, attended briefings and completed summaries for distribution to all departments or led meetings to disseminate information
- Oversaw the completion of all required health and fitness regulations for 1,300 associates
- Developed performance evaluation tracking database that included automated reminder notifications to supervising personnel, which when fully implemented covered 10,000 associates
- Supervised an office of 6 direct reports

56th Mission Support Squadron, MacDill Air Force Base, Tampa, Florida
2nd Lieutenant, Personnel Officer, Nov 1992 - Jan 1994
- Supervised staff of 11 direct reports responsible for ensuring the maintenance and accuracy of personnel records of 4,000 associates in 10 locations
- Ensured compliance with all governmental policies and regulations
- Successfully implemented global personnel processes that ensured the timely recognition of promotion opportunities and completion of all necessary benefit related documentation

Education

.NET Development Certificate - Tech Elevator – April 2017
Bachelor of Science in Mathematics - University of Dayton, Ohio

Volunteer Experience

- Hudson Middle School Receptionist/Office Assistant and Hudson Schools Library Aid
- PTA Chairperson and After School Enrichment Teacher, Karigon Elementary, Clifton Park, NY
- Team Manager and League Representative, Clifton Park Soccer Club, Clifton Park, NY
- President, Mothers and More, Lake Norman, North Carolina chapter