

COLLEEN FIMISTER

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Strong leader seeking a career in software development. Experienced professional who strives to organize, simplify, and improve processes in daily operations. Skillset includes communication, teamwork, conflict resolution, problem-solving, technical knowledge, and attention to detail. Currently earning a certificate in Full Stack Web Development from the University of Denver's Coding Boot Camp. I am highly driven and organized, and I can be relied upon to get the job done!

PROFESSIONAL EXPERIENCE

Tutor Doctor Denver:

2018-2021

Director of Operations

- o Managed and coached over 120 local tutors to provide exemplary tutoring services to hundreds of families
- o Provided client care and conflict resolution to support tutors and families
- o Recruited and trained all tutors and academic coaches and provided technical support for all team members
- o Preserved strong personal professional relationship with every tutor and family
- o Excelled in identifying talents and attributes to establish successful long-term matches
- o Increased efficiency in tutor-student matching process, enabling same-day matches
- o Researched latest tutoring trends to ensure excellence of service
- o Created curriculum for elementary education and academic coaching for cutting edge tutoring methods
- o Maintained, monitored, and edited all material used in customer interaction to uphold professional standards
- o Received 2020 Team Member of the Year for outstanding work

Dialogos Classical Academy:

2019-2020

Director

- o Founded and directed a hybrid classical academy under the model of the Classical Latin School Association (CLSA)
- o Designed a curriculum using original sources and Memoria Press for the base syllabus
- o Created unique tracks for high-level specialization, including a Great Books approach to Byzantine History

St. Patrick Catholic School:

2011-2012

Kumon Mathematics Director

- o Directed Kumon Mathematics Program for all grade levels (Pre-K 3 through 8th)
- o Tutored and mentored at-risk students
- o Collaborated with teachers and parents in personalized remedial intervention programs
- o Organized a motivational student initiative system

Self-Employed/Contract:

2007-2021

Private Tutor

Achievements:

- o Helped students gain admittance to prestigious private schools through intensive tutoring and test prep
- o Provided clear guidelines so that students could organize their schedules and expectations to achieve their goals
- o Brought student from 53rd percentile to 95th percentile in grade level for Mathematics in national Chinese testing through one summer of intensive tutoring

Subjects Tutored:

- o Algebra I and II, Geometry, Trigonometry, and Advanced Mathematics
- o SSAT, HSPT, SAT, and THEA Mathematics Preparation
- o History and Language Arts
- o Essay Writing Support

EDUCATION

Certificate | Full Stack Web Development (Expected Feb 2022) – University of Denver

Graduate Studies | Theology – International Theological Institute

Bachelor of Arts | History – Thomas Edison State University

Coursework | Mathematics, Science, Theology, and Philosophy – Thomas Aquinas College

Denver, CO

Trumau, Austria

Trenton, NJ

Santa Paula, CA

TECHNICAL SKILLS

Languages: HTML, CSS, JavaScript, Node.js, MySQL

Applications: GitHub, GitLab, Heroku

Libraries: Node, Bootstrap, Bulma, Google Fonts, jQuery,

Express, Handlebars, Sequelize, Cloudinary