

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. Highly driven and organized, and can be relied upon to get the job done!

PROFESSIONAL EXPERIENCE

Tutor Doctor Denver:

Director of Operations

2018-2021

- 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** – 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, MySQL, MongoDB, GraphQL
Applications: GitHub, GitLab, Heroku, Figma

Libraries: Node, Bootstrap, Bulma, Google Fonts, jQuery, Express, Handlebars, Sequelize, Cloudinary, Mongoose, React