

CLAIRE SCHLESSINGER

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EDUCATION

- Dev Bootcamp San Francisco** 2015
- Brown University** 2009 – 2013
- B.A. in Language & Culture Studies
 - General studies, Université de Nantes, France 2011

PROFESSIONAL EXPERIENCE

One North Interactive

- Account Coordinator** 2013 – 2015
- Built two WordPress sites with customizations to themes
 - Supported and troubleshooted website problems for a portfolio of 20 clients
 - Determined development requirements, deadlines, and budget restrictions
 - Conducted quality assurance (QA) testing before all live releases and website launches
 - Trained clients on content management systems, including Sitecore, Wordpress, and a proprietary platform
 - Coordinate between the client and the company's technological, creative, and strategic teams to define and deliver on a project's scope, goals, timeline, deliverables, and priorities

WaterFire

- Special Events & Operations Intern** 2012
- Designed and managed a database to track the results of, inventory for, and feedback from a fundraising program
 - Worked on logistical tasks in preparation for biweekly events and facilitated event setup, execution, and strike
 - Coordinated with vendors and collaborated with volunteers and staff
 - Oversaw the Celebrate program: followed up on inquiries into marriage proposals and other special events

The PBN Company

- Government Relations Intern** 2011
- Copyedited all daily monitoring reports sent to clients for accuracy, correct spelling, and style
 - Researched and wrote briefs of relevant Russian news events for an intellectual property rights organization
 - Translated press releases, blog posts, and legal memos for clients

OTHER EXPERIENCE

Sarah's Inn

- Domestic Violence Crisis Line Volunteer** 2014 – 2015
- Provide safety planning, information about resources, and emotional support for survivors of domestic violence

Brown Language Society

- President** 2012 – 2013
- Executive Board Member – Maintaining and Developing Fluency Committee** 2012 – 2013
- Supervised three committees of nine board members and directed the vision, priorities, and activities of the group
 - Coordinated the logistical needs of the group through interaction with University officials and other student bodies

SKILLS

Technical languages: Ruby on Rails • JavaScript • SQL • CSS3 • HTML5

Platforms: WordPress • Google Analytics • Sitecore

Additional languages: French (fluent) • Spanish (conversational) • Russian (conversational) • Polish (conversational)