

## Profile

- Dedicated and highly detailed professional with outstanding interpersonal, computer, and communication skills, capable of self-motivation and self-learning.
- Strong leader with ability to exhibit sensitivity and confidentiality and to connect emotionally with others.

## Academic Experience

### LaunchCode

- LC101 (July 2018) and LiftOff (September 2018): Created a website using Java, MySQL, Spring, Hibernate, Bootstrap, HTML, and CSS to allow a local artist studio to log and track items in their gallery.

### University of Missouri–St. Louis

- BS Biology (2004—Summa Cum Laude) and BA English (1991—Magna Cum Laude)

## Work Experience

### Webster Groves Presbyterian Church

2010-2018

#### Coordinator of Congregational Connections, 2011-May 2018

- Served as member of church leadership team and led the Evangelism Commission, including planning and directing several annual churchwide events.
- Created and maintained front end of website; published 8-page monthly newsletter.
- Greeted, welcomed, and formed relationships with visitors and church members.

#### Administrative Assistant for Education, 2010-2011

- Promoted to leadership position in 9 months.

### Elsevier Inc. (Mosby), St. Louis

1992-2010

#### *Book Production: Senior Project Manager, 2005-2010 | Project Manager, 2001-2005*

- Coordinated publishing of books and electronic media by combining efforts from authors, vendors, and internal departments to turn raw manuscript into finished products that were high quality, on time, and under budget.
- Scheduled, developed, and evaluated freelancers and vendors and trained teammates.

#### *Periodical Editing: Senior Manuscript Editor, 1994-2001 | Manuscript Editor, 1992-1994*

- Coordinated publishing of monthly international medical journals. Duties included copy editing, checking layout, training freelancers and new employees, and working with authors and an editorial office to ensure a high-quality, on-time publication.

## Key Skills

- Full-stack web development using Java, Spring, Hibernate, HTML, CSS, Bootstrap, Thymeleaf, SQL, Python, Flask
- Microsoft Office & Photoshop proficiency
- Excellent oral and written communication skills