📞 +1 903-372-0353

📍 Austin, TX (open to relocation)

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Erin Novoa

Skills

Microsoft Office

Google Suite

Slack / Zoom

Notion

HTML / CSS / Python

Mobile Development

Creativity

Written Communication Skills

Project Management

Detail-Oriented and Analytical

Education

B.S. Economics

Texas A&M University

2013 - 2016

Certifications

CompTIA Security+

Entry Level Python Programmer (Python Institute)

Google Analytics Beginner

Programmatic Advertising Foundations (LinkedIn Learning)

References

Annie Jackson / Well Red

Founder

+1 608-406-0706

jackson.annie.e@gmail.com

Experience

`January 2021 - Present`

Mobile Developer   Austin, TX

Self

- Monitored projects from idea to wireframe to prototype to product launch
- With no prior knowledge of app development, completed an Udemy course, researched and became self-taught. Then designed and developed two mobile apps, Hundehütte and Yogi Glow both available on the Apple Store

`November 2019 - November 2020`

Creative Project Manager Intern   Chicago, IL

Well Red (startup)

- Researched and compiled data on relevant menstrual health research specialists
- Presented health data and mobile app content ideas for the CEO
- Scheduled and tracked project timelines throughout website development via ClickUp

`July 2019 - July 2020`

Estate Manager   College Station,TX

Gardner Resort

- Supervised weekly and monthly estate maintenance operations, repairs, supply orders, and various projects
- Planned, designed, and supervised 3-5 professional and recreational events year-round

`May 2017 - June 2018`

Administrative Assistant   Richmond, TX

River Pointe Church

- Prepared correspondence with all departments of church and with three other campuses
- Weekly proofread all marketing material for team before being sent to production
- Maintained and edited content for the student ministry web page on WordPress
- Asked by leadership to step in and take over a project that was not going well. Given a two-week timeline and was able to make the event a success