

ERIN NOVOA

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PROFESSIONAL EXPERIENCE

Self, Dallas & Austin, TX

January 2021 – Present

Flutter Mobile Developer

- 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, and then designed and developed two mobile apps, Hundehütte and Yogi Glow now available on Apple Store

Well Red (startup), Chicago, IL

November 2019 – November 2020

Creative Project Manager Intern

Instagram @bewellred

- 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
- Volunteered to learn about mobile app development and build a mobile app to accompany the website

Gardner Resort, College Station, TX

July 2019 – July 2020

Estate Manager

- 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

River Pointe Church, Richmond, TX

May 2017 – June 2018

Administrative Assistant

- Capable of working alone and as a team in a fast-paced environment while managing operations and events weekly & monthly for over 400 students
- Prepared correspondence with all departments of the church and with the other three campuses
- Maintained and edited content for the student ministry web page on WordPress
- Weekly proofread all marketing material for team before being sent to production
- Reported status on projects at weekly meetings to ensure timely completion
- Prepared monthly credit card expense reports for 5 different credit cards among the department
- Managed the student pastor and student ministry calendar, emails, and schedules
- Administered bi-weekly payroll for student ministry team, new hire paperwork, and conducted first-round interviews
- Arranged travel plans, itineraries, and agendas for pastor, potential new hires, and off-campus events
- 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

EDUCATION

Texas A&M University, College Station, TX

Graduated: December 2016

Bachelor of Science in Economics

SKILLS, PROJECTS, & CERTIFICATIONS

Skills: Excel, PowerPoint, Google Suite, Slack, Zoom, ClickUp PM Tool (similar to JIRA), Mobile App Development, Python, and can quickly learn JIRA and MS Project/Smartsheet

Personal projects: Hundehütte and Yogi Glow mobile apps (published on Apple Store) and a personal financial tracker in Python that runs in terminal (turning this project into a mobile app)

Certifications: CompTIA Security+, Entry-Level Python Programmer (Python Institute), have the desire to take the PMP and/or CSM certification(s)