

Erin Linley

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OBJECTIVE

To obtain a software development position at a dynamic organization where I can build modern applications and gain further full-stack development and data science experience.

CORE SKILLS & QUALIFICATIONS

- Recent graduate (May 2018) of the Full-Stack Web Development Bootcamp at Georgia Tech
- Key languages and technologies:
 - Languages: JavaScript, Python, CSS, HTML, SPSS (Statistical Analysis)
 - Full-Stack JavaScript: React, Express, Sequelize, Mongoose, jQuery, Handlebars
 - Databases: SQL, MongoDB, Firebase
 - Additional: Microsoft Excel, Salesforce, Volunteers for Salesforce, WordPress, Pathways Compass (HMIS)
- Strong analytical and problem-solving skills with the ability to accurately identify requirements and recommend solutions
- Keen attention to detail and experience working with large volumes of sensitive data. These responsibilities have included data collection, cleaning, analysis, and reporting
- Experience generating accurate and comprehensive project plans and managing execution with diverse teams
- Advanced conversational and written French

EDUCATION

Full-Stack Web Development Bootcamp – May 2018

Georgia Institute of Technology, Atlanta, GA

Master of Public Administration (MPA) in Public Health — May 2015

Georgia State University, Atlanta, GA

BA International Economics and Modern Languages — November 2011

Georgia State University, Atlanta, GA

EXPERIENCE

Community Outreach Coordinator — October 2016 to February 2018

Living Room

Manage the entire volunteer lifecycle while providing support for key donor engagement activities

- Verify and analyze donor data to create complex reports and support large scale outreach and fundraising activities (Salesforce)
- Create inbound marketing content (web, social & print) to generate both volunteer and donor interest
- Input and ensure the accuracy of sensitive and mission-critical data, including the deposit log
- Devise and implement processes to support complex donor engagement strategies
- Project plan and supervise logistics for large volunteer and donor events
- Automate operations by proposing and prototyping new solutions (ex. a new, customized CRM workflow for volunteers based on Salesforce)

Media & Data Analysis Specialist — May 2016 to October 2016

United Way of Greater Atlanta (UWGA), Regional Commission on Homelessness (RCOH)

Managed financial requests and data, while also promoting the United Way and its partner agencies with ongoing inbound marketing

- Validated and inputted client data into the HMIS database (Pathways Compass)
- Collected, validated and managed client financial requests and interfaced with the financial department through the approval process
- Supported fundraising and raised awareness by creating marketing content, including filmed homeless client testimonials for social media and email newsletters
- Interfaced with smaller partner agencies to provide marketing expertise and explore cross promotion opportunities

WiLL President's Associate — May 2013 to May 2016

Women Legislator's Lobby (WiLL) of Women's Action for New Directions (WAND)

Supported a wide spectrum of lobbying and promotional efforts with research, data analysis, report generation and event planning

- Improved the accuracy of the donor and member databases by locating 3rd party data sources and cross-referencing/validating on an on-going basis
- Managed the registration websites, ensured data accuracy, handled logistics (with multiple vendors), and provided project management for all regional training and biennial national conferences
- Provided ad-hoc reporting and analysis upon request
- Generated "lobby packets" with explainers and reports customized for each targeted legislator to gain their support
- Scheduled and organized events, meetings and national calls with state and federal legislators
- Performed inbound marketing activities, including the publishing of a newsletter, social media engagement, blogging (WordPress)
- Wrote press releases, letters to the editor and opinion editorials
- Developed and presented webinars on developments in nuclear proliferation

Georgia State Senate Aide — January 2013 to May 2013

Sen. Nan Orrock, Georgia State Capitol

Assisted and supported the senator to achieve legislative priorities

- Social media management to ensure media coverage of events, press conferences and important legislative updates
- Gathered and analyzed information relevant to the current legislation and wrote talking points for the senator
- Managed constituent relationships via emails, phone calls and redirecting them to appropriate governmental departments

ADDITIONAL COURSE EXPERIENCE

Business Analysis, Georgia State University, May 2012 to July 2012

Implemented various analysis techniques and methods to provide businesses with information useful in their decision making process

- Demonstrated knowledge of commonly used modeling methods by creating simulation, optimization, time series/causal forecasting, and decision analysis models using Excel
- Composed formal business analysis reports based upon results from forecasting methods used

Program & Analyze Data with Python, University of Michigan (Coursera)

Currently enrolled — estimated completion February 2018

- Automate data retrieval, processing and visualization with production ready Python libraries and modern programming techniques

INTERESTS & MORE

I actively practice Muay Thai and Taekwondo, love crafting origami, and enjoy learning new languages.