

# Errin E Johnson

## IT / Administrative / Clerical

### Independent Contractor

#### ***Professional Summary***

Looking for a career in software development, a solutionist; as an independent contractor. Offering 4 years of experience in the software industry through volunteer work, school projects, and local communities. Good understanding of the software development life cycle.

I am trained in database normalization. Innate at being a solutionist and a \*JIT; Such as, I learned Visual Basic code to perform complex tasks, and I am known for having talents in database projects. I am very interested in blockchain development. My mix of administrative, clerical, software, IoT makes me a diverse individual that could work in a variety of positions.

#### **Work History**

##### **Code Louisville – Frontend Web Dev Mentor Online – Thursday nights**

*Fall 2021 -Current*

- Mentored students in CSS Grid, CSS Flexbox, basic JS, HTML forms
- Started Lab for students to have more to ask questions and work thru their projects.
- Reviewed projects at end of Cohort – pass/fail based on requirements.

##### **RockIT Women – IT Support - Front-End Dev <https://rockitwomen.com/team>**

*Summer 2019 - Current*

- Created events on Event Combo (also added custom code) & Square Space Development Website
- Women in Technology Conference 2021 – In-Person & Hopin

##### **KCTCS – lab Supervisor CIT 105**

*contract work Spring 2021 Cohort*

- Set up for remote instruction for instructor
- Answered and or guided students' questions
- One on One tutoring

##### **KCTCS - Nursing Dept. - Student -Class-Based Project**

Louisville, KY

*FALL 2019 AND SPRING 2020*

- The N.E.T., MS Access Database, an evaluation tool that students use to log outcomes and events and for faculty to evaluate and give feedback
- This was a project-based class that I received an A in, and I am still with the project thinking of better ways to implement a valuable resource | productivity tool for the Nursing Department at JCTC.

##### **Project @ Blanton House - Technology Teacher - Volunteer Work**

Louisville, KY

*07/2018 - 10/2019*

Computer | Technical Workshops - "How to" regarding streaming T.V. to using smartphones.

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Minneapolis, MN

#### ***Skills***

- Desktop and laptop installations
- Security best practices
- Technical support – MS Office apps
- JS, HTML, CSS, GIT, AWS, Bootstrap
- Staff education and training
- Intermediate MS Access Database
- <http://alchemymomentum.com/>
- <https://github.com/errinjohnson>
- Administrative/Clerical – Office 365

#### ***Education***

Graduated Spring 2020

##### **Jefferson Community and Technical College**

Louisville, KY

**Associate of Applied Science: CIT - Programming Track**

#### ***Certifications***

- A+ Prep - 2019
- Computer Tech Basic -2019
- Net + Prep -2019
- Front End Developer - Code Louisville - 2015
- Back End Developer - Code Louisville - 2015

#### ***Boards***

CIT Advisory Board

Jefferson County Community College

2019 – current

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\*JIT – Just In Time, team collaboration, research, and or learn a skill to execute a specific job.

## Administrative / Clerical Work Experience

*With JIT Initiatives*

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### **Tom Drexler Plumbing - Computer Technician**

Louisville, KY

04/2009 - 11/2009

- (JIT)Set up new software program (ESC), imported data of previous system; integrated Quick-Books
- Managed data of parts and supplies into the new system, from the development phase to production

### **Today's Staffing - Technical and Clerical Duties**

Louisville, KY

01/2007 - 01/2008

- Created *file index database for rates and regulatory department(JIT)*, quantitative results, efficiency, and productivity improved with employees
- Managed user training use of the new database. Met with users to create a user-friendly system
- Scheduled meetings with Outlook and set up conference calls, receptionist duties.
- Customer service with Call Center department

### **Ops Plus Inc. (LG&E) - Records Coordinator**

Louisville, KY

10/2005 - 11/2006

- Dispatched gas construction jobs and provided technical data and other information for work crews
- Created *daily log database(JIT)* to follow up with plumbers, construction, and other related customers. Quantitative results efficiency and productivity, that database was adopted by dept.