Elise Spain

Oakland, CA (Geoflexible) | 510 861 8117 | elisespain@gmail.com | linkedin.com/in/elisespain | github.com/espain16

Full Stack Web Developer

TECHNICAL SKILLS

- HTML5
- CSS3
- JavaScript
- LESS/SASS

- React
- Redux
- Node
- Express

- GitHub/Git
- VS Code
- Netlify/Heroku
- Figma

PROFESSIONAL EXPERIENCE

Slack, *San Francisco, CA*   *2018 - 2019*
Workplace Coordinator
Selected Achievements:

- Managed schedules for multiple teams and implemented new scheduling workflows based on agile/scrum methodologies which led to a reduction in scheduling conflicts by 20%.

- Oversaw HQ Relocation project with full Profit & Loss responsibilities and ensured the on-time completion of the move leading to completing the project under budget.

- Designed a one-to-one feedback system intended to improve communication between leadership and workplace employees by scheduling bi-weekly meetings which led to an 25% increase in workplace productivity.

Metro Eighteen Inc, *San Francisco, CA*   *2018*
Executive Assistant
Selected Achievements:

- Oversaw daily activities and managed travel for c-level and executive level staff, ensuring that travel expenses were underbudget and scheduling conflicts were reduced by 30%.

- Developed and optimized a new staging request process, creating transparency in workflow and eliminating operational and inventory constraints, leading to an increase in project completion by 20% for Q2 in 2018.

- Managed warehouse inventory, as well as, handled communication and shipping logistics for a 30-member cross-functional team reducing inventory-based scope creep for all projects by 50%.

Apple, *San Francisco, CA*   *2015 – 2018*
Specialist
Selected Achievements:

- Assisted customers with technical issues at Apple's Flagship Retail Location by implementing a triage workflow designed to reduce customer wait time, resulting in the store's consistent performance as top 5 worldwide.

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- Served as an American Sign Language translator and created regional training programs focused on highlighting the accessibility features of Apple's product ecosystem in a workshop learning environment.

- Successfully moved all visual assets for Apple Union Square New-Store-Opening project, managing a 15-member team resulting in a which led to completion NSO project o time.

Additional Work Experience, Selected Achievements, and References Available Upon Request

PROJECTS

Sauti Databank   ***Present***

Project Overview:

- Sauti East Africa is a non-profit organization that encourages individuals to trade legally, safely, and profitably. Our mission is to empower cross-border traders to exercise their rights as citizens.

- Reformatted the Sauti Databank database with a remote 5-member team to create a more dynamic approach, intended to increase the platform's ease of use and end-user functionalities for partners and consumers.

- Tech Stack: Node | Knex | Express | MySQL | Rest API | React |Nivo | SASS

EDUCATION & CERTIFICATIONS

Full Stack Web Development
Lambda School

Bachelor of Arts, Kinesiology and Exercise Science
University of Hawaii