

Emily Wirtz

Full Stack Web Developer

Kansas City, MO 64114 || (816) 674-9097 || ewirtz3@gmail.com

Portfolio: <https://emily-wirtz.vercel.app/>

LinkedIn: <https://www.linkedin.com/in/emily-wirtz/>

GitHub: <https://github.com/ewirtz3>

SKILLS

Soft: effective communication, ability to learn new concepts and processes quickly, strong attention to detail, ability to work interdepartmentally, people management

Hard: HTML, CSS, JavaScript, jQuery, React, MySQL, MongoDB, OOP, APIs, Node.js, GitHub, MERN

EXPERIENCE

American Century Investments, Kansas City, MO - *Corporate Services Coordinator*

MARCH 2020 - PRESENT

- Purchase order and invoice management for IT equipment and services
- Internal shipping/receiving mail service across 7 offices globally

Parlor KC, Kansas City, MO - *Floor Manager*

APRIL 2019 - JANUARY 2020

- Managed day-to-day operations of a 3-floor food hall with 2 bars and 7 kitchens
- Event operations: main point of contact for guests; created operational processes to more effectively produce events

Brilliant Earth, San Francisco, CA - *Operations Associate, Operations Lead, Operations Manager*

FEBRUARY 2015 - AUGUST 2018

- Led Fulfillment team in receiving, processing, and shipping 200-300 packages per day
- Worked with other Operations Managers to create and accomplish departmental and company goals
- Provided extensive end-user brainstorming and feedback to the NetSuite team in order for the Fulfillment team to effectively scale with the rapidly growing business

EDUCATION

University of Kansas, Overland Park, KS - *Full Stack Web Development Certificate*

MARCH 2020 - AUGUST 2020

Creighton University, Omaha, NE - *Bachelor of Arts - Spanish & Hispanic Studies*

AUGUST 2006 - MAY 2010