

Stormy Ramsey | Web Developer

Washington, DC 202.294.5212
stormy.ramsey@gmail.com
www.mywebsite.com

OBJECTIVE

As a recent Web Development Immersive graduate I am passionate about technology and how critical it is to the development of society, the security it provides to humanity and the accessibility it offers to individuals in need. As an executive assistant, I enjoyed finding creative and effective ways to accomplish task through technology. I am a fast learner who's always willing to teach others and share ideas. I believe in utilizing a healthy balance of wisdom and compassion when working with others to assure universal satisfaction amongst a team.

SKILLS

- HTML5
- CSS3
- JavaScript & jQuery
- Git and Github
- Bootstrap
- Ruby & Ruby on Rails
- AJAX
- SQL
- Sinatra
- AngularJS
- Express - Mongoose
- MongoDB - Mongoose
- MEAN Stack
- ReactJS
- WordPress
- After Effects
- Adobe Creative Cloud
- Dreamweaver
- Section 508 Compliance

WORK EXPERIENCE

General Assembly Web Development Immersive Student

Washington, DC
March 2017 – June 2017

- Project 1 – Hangman Game
Technology used: HTML, CSS, JavaScript & jQuery
About project
- Project 2
- Project 3
- Project 4

Federal Retirement Thrift Investment Board, Executive Assistant GS-09

77 K Street NE, Washington, DC
4/2015 - Present

- Coordinated travel arrangements and contract payments; updating and maintaining office business operations; using a variety of software packages, to prepare reports and presentations; using evaluative and analytical methods to perform program management duties and project tasks. Advise management and program officials on administrative policies and procedures.

Stormy Ramsey | Web Developer

Washington, DC 202.294.5212
stormy.ramsey@gmail.com
www.mywebsite.com

- Management of SharePoint website. Manage site collection features, managed metadata and monitor performance through SharePoint central administration.
- Demonstrate technology to business units and update and direct users to training material and SharePoint resources

Federal Retirement Thrift Investment Board Correspondence Analyst GS-07

77 K Street NE, Washington, DC
11/2014 - Present

- **Daily Assignments** - Responsible for analyzing, evaluating, reviewing, processing, routing and tracking incoming and outgoing congressional and participants of the TSP retirement plan's correspondence for subject matter and proper distribution to analyst based on their specialty. Utilize office automation software to prepare correspondence, forms and spreadsheets. Prepare reports of congressional and participant's correspondence for status inquiry and management. Serve as point-of-contact for all congressional for senior staff, management and contractors.
- **Control Correspondence** - Review and analyze all incoming correspondence via (AG) software, email, general mail, or department, determining what action is needed, who should respond, and prioritizing action, based on knowledge of the department or individual functions and procedures governing executive and congressional correspondence.
- **Reports - Correspondence:** Provide administrative and statistical data using Structured Query Language (SQL).

U.S. Department of Health and Human Services, SAMHSA Administrative Support Assistant (Office Automation) GS-06

1 Choke Cherry Rd. Rockville, MD
12/2012 – 11/2014

- Responsible for collecting data to coordinating reports, composing and editing a variety of office documents, using Microsoft Office programs; including Word, PowerPoint, Excel and Outlook.
- Provided support and advice to program assistance, interns and subordinate administrative staff. Maintain the Division Director's calendar and schedule meetings with internal staff as well as outside entities.
- Arrange space and desired A/V or technical equipment needed for these meetings. Arrange travel arrangements and maintains timekeeping in ITAS for 25 staff members including managers.

U.S. Department of Health and Human Services, ACF Information Technology Management Assistant

901 D Street SW, Washington, DC
7/2012 – 9/2012

- **Web Development** - Developed websites for agency's intranet utilizing HTML and PSD.

Stormy Ramsey | Web Developer

Washington, DC 202.294.5212
stormy.ramsey@gmail.com
www.mywebsite.com

- **Web Management** – Responsible for managing the agency’s website using web publishing tools such as HTML 5 and CSS3, including content management systems.
- **Section 508 Compliance Assignment** – Responsible for reviewing PDF files using Adobe Acrobat, for accessibility and making any corrections to documents for them to follow Section 508 regulations.
- **Special Assignments** – Responsible for redeveloping and simplifying the agency’s email listing help desk (listserv) which now enables users to execute issues on their own by following a step by step troubleshooting guide.

EDUCATION

General Assembly
Web Development Immersive Bootcamp

Washington, DC
Web Development Certificate 2017

Northern Virginia Community College
Web Design

Arlington, VA
Certificate Program 2015

The Art Institute of Fort Lauderdale
Video Production
Summa Cum Laude

Fort Lauderdale, FL
Associate of Science Degree Completed 2007

Community College of Philadelphia
Music Technology

Philadelphia, PA
Credits earned for transfer 2004 – 2012