

# Grace Manning

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Computer Science, B.S., University of California, Irvine

**Education**Graduated  
June 2023**University of California, Irvine – B.S. Computer Science**

- Design & implementation of data structures and algorithms
- Database management systems (MySQL, PostgreSQL, MongoDB)
- Principles in software design, human-centered design
- Information retrieval and user interaction software

**Member of Campuswide Honors Collegium & Dean's Honor List recipient****Skills****Technical:**

- **Visual/Design:** TouchDesigner, Figma
- **Web Dev:** HTML, CSS, JavaScript, TypeScript, React, Angular
- **App Dev:** Flutter/Dart, Android Studio, Xcode
- **Other languages:** Python, C++, C, Java, Racket
- **Databases:** MySQL, PostgreSQL, Redis, MongoDB
- **Tools:** Git/GitHub, AWS, Squarespace, WordPress

**Interpersonal:**

- Comfortable with public speaking.
- Experienced leader and team player.
- Creative problem solver.
- Open and honest communicator.
- Adaptable, inspired to learn.

**Work Experience****Projects & Marketing Coordinator at Pure Lab Solutions, January 2025 – Present**

- Coordinating & assisting cross-departmental projects, including internal software development, migration to a new work management platform, and digitizing long-existing paper filing systems.
- Creating project timelines to keep projects on schedule and ensure our teams make consistent progress.
- Generating marketing material for long-term sales projects and recurring industry events, ensuring consistent branding across physical and digital platforms.

**Office Assistant & Website Administrator at Pure Lab Solutions, July 2018 – December 2024**

- Maintained the company website in Squarespace and improving the appearance & accessibility through design.
- Created web forms and marketing materials to increase site traffic and company visibility during marketing events.
- Led long-term projects to digitize and modernize processes that improved company-wide efficiency.
- Assisted the CEO and Quality Manager in growth and quality projects through data analytics, project planning/timelines, and quality metrics collection.

**Digital Communications Specialist at UC San Diego, February 2024 – September 2024**

- Created email campaign templates for Undergraduate Admissions, Financial Aid, and other campus departments.
- Programmed emails in the Slate CRM tool using HTML with CSS styling, utilizing Liquid Markup and merge fields to provide content customized to each recipient.
- Wrote SQL queries in Slate to target a specific population of recipients, ranging from 5 to 200,000 people per email.

**Summer Intern & Coding Instructor at ThoughtSTEM LLC, July 2017 & July 2018**

- Taught summer camp classes in robotics, Arduino, 2D game design, and application development.
- Learned the Racket programming language and application development in Unity.

**Projects****Undergraduate Research, September 2022 – June 2023**

- Built a web crawler using Puppeteer in Node.js to scrape data from 5 fast fashion and 5 slow fashion retail websites.
- Ran the crawler using the AWS Elastic Compute Cloud (EC2) to scrape data for 11+ hours on a virtual machine.
- Analyzed the findings to determine quantitative differences in website structure and design.
- Tech stack: TypeScript / Node.js.

**Leadership****VenusHacks, UCI's largest women-centric hackathon***Co-President, 2022-2023*

- Oversaw higher-level hackathon operations and managing communication between three committees.
- Planned an event with over 400 attendees, including organizers, volunteers, hackers, mentors, judges, and speakers.

*Marketing Organizer – Website Team, 2021-2022*

- Updated and maintained the VenusHacks website. Familiarized myself with the preexisting codebase in React.
- Learned how to open issues, open pull requests, and do code reviews in Github.

**Women in Information & Computer Sciences (WICS) at UCI***Marketing Chair, 2021-2022*

- Led a team of 6 graphic designers and 5 marketing committee members to create social media posts, design club t-shirts, organize the WICS booth at campus events, and increase event attendance.

*Marketing Committee Member, 2020-2021 & 2022-2023*

- Completed tasks to advertise WICS, encouraged students to get involved, and assisted with setup / cleanup of weekly general events.