

# Grace Yao

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## EDUCATION

### Northwestern University

*Full-Stack Flex Coding Bootcamp, Certificate of Professional Studies in Software Engineering*

March 2023

### Wheaton College

*Bachelor of Arts, Sociology*

May 2017

## TECHNICAL PROJECTS

**TIME WELL SPENT** | <http://www.time-well-spent.com/> | <https://github.com/TotallyReactingNodeTurtles/timewellspent>

- Developed application designed to connect users to nonprofits and volunteer opportunities using MERN stack
- Led front-end development efforts, utilizing React/Tailwind CSS to create a responsive, dynamic, and aesthetically pleasing UI aligned with the project's goals and objectives
- Created wireframe using Figma and determined styling and branding standards to ensure consistency across all pages
- Implemented GraphQL and MongoDB to create robust data routes for displaying/storing data from the front-end

**BANDWAGON** | [bandwagon-platform.herokuapp.com](http://bandwagon-platform.herokuapp.com) | <https://github.com/5ynergy/bandwagon>

- Designed and developed online platform for music enthusiasts to discover and support new artists in Chicago
- Led project team of 4 to successfully complete the project by conducting regular team check-ins, delegating tasks, facilitating communication, utilizing project management tools, and addressing roadblocks to ensure project success.
- Developed application using JavaScript, Node.js, Express.js, MySQL database, Sequelize, and Handlebars.js
- Built RESTful back-end server with SQL to enable user data and accounts to be stored persistently in online database

## SKILLS

- **Technical Skills:** JavaScript | HTML | CSS | SQL/MySQL | Node.js | Express.js | ReactJS | Next.js | MongoDB | React | Git | Visual Studio Code | GraphQL | RESTful APIs | API tools (Postman, Insomnia) | Unit Testing (Jest) | Redux | MVC
- **Languages:** English, Cantonese, Mandarin Chinese

## WORK EXPERIENCE

### Per Scholas | Tech Career Training Provider

June 2021 - Present

*Manager, Recruitment & Admissions* | Chicago, IL

- Increased volume of applications by 123% learner enrollment by 100% within one year by executing targeted recruitment strategies, building strong partnerships, and delivering engaging presentations about PS tech training
- Revamped the partner outreach and tracking system using Excel and Salesforce, increasing partner referrals by 65%
- Interviewed and evaluated over 367+ prospective learners for tech classes such as Software Engineering, Cybersecurity, and Cloud Computing, presenting information such as class content and career outcomes to ensure learner success

### Chinese Mutual Aid Association | Social Impact Organization

February 2019 - June 2021

*Career Transition Specialist, Workforce Department* | Chicago, IL

- Led department transition to remote operations, reaching 73% of annual target solely through remote processes
- Increased tracked client referrals by 500% by implementing new system for tracking client metrics and community outreach, implementing quarterly client check-in activities, and streamlining referral processes
- Guided adults with various barriers to create employment goals, develop skills, build confidence, and access training/supports, obtaining sustainable employment through individualized case management

*Program Coordinator, In-Home Services Department* | Chicago, IL

August 2017 – February 2019

- Saved \$70,000 for program budget by conducting financial analyses and revising policies to reduce spending
- Spearheaded transition to new software for Employee Visit Verification and trained 200+ staff on usage
- Increased department efficiency by 50% due to overhauling inefficient legacy processes, digitizing data, creating functional client databases, improving scheduling system, and training team on best practices