

HALLIE WEINTRAUB

413 2nd St. New Glarus, WI 53574

C: 360-489-2792

hallieweintraub@gmail.com

PROFESSIONAL SUMMARY *Highly organized and detail-oriented individual with more than 10 years experience providing excellent customer service and optimism to every work environment.*

Tools/Languages

- Atlassian
- Git
- JavaScript
- jQuery
- HTML
- CSS

EDUCATION

Bachelor of Science: Sociology, 2013
Portland State University

Coding Bootcamp Certificate: Full-Stack
Web Development, 2020 UW Extension
Online - IP

WORK HISTORY

Quality Assurance Engineer TASC – Madison, WI July 2019 - Present

Manual testing of three platforms for our user application; iOS, Android Web and mobile Web. Create test cases based on business requirements, work closely with developers to implement automated tests. Regression testing, data setup.

Operational Support Specialist TASC – Madison, WI January 2018 - August 2019

Provided administrative support to three directors in the Business Technology Services Department. Ownership of calendar and scheduling management, technical and meeting support, interview support as well as coordination of new hire schedules, flights, and on-boarding.

General Manager Cow & Quince – New Glarus, WI June 2014 to 2018

Supervise staff, do all accounts receivable and payable, manage payroll, maintain and build vendor relationships, create social media, customer service, and inventory. Regularly update and create menus and update them on all online platforms.

Office Specialist 2 Portland State University – Portland, OR May 2013 to May 2014

Respond to inquiries for specific department or university information regarding programs and services; explain and clarify rules, processes, and procedures to students, staff, faculty and the public at the front counter, refer students to advisor for program information and preregistration overrides, run registration reports as needed. Maintained graduate student applications files and spreadsheets for assigned academic programs, corresponded with potential graduate students regarding admission, deadlines, forms and requirements.