JACEY HALLOCK

Web Developer

Known for the ability to see the big picture and execute successful plans focused on results. I'm a lifelong learner with keen attention to detail and very strong planning and organizational skills, often called upon to develop resources and procedures with an eye on process improvement.

CONTACT

✉ jacey.hallock@gmail.com

📞 +1 570-401-7032

📍 Philadelphia, PA

🌐

SKILLS

- HTML, CSS, Python and JavaScript
- Microsoft Office Suite, including Excel

References available upon request.

EXPERIENCE

Interim Program Manager
University of Pennsylvania | Jun - Oct 2022

- Managed academic and non-academic functions for five graduate programs at Penn Graduate School of Education (GSE), including: recruitment and admissions to five programs; planning and executing new student orientations, maintaining academic records, operations budget, and other data;
- Served as primary contact for 145 master's students, 45 doctoral students, and 10 faculty members of the Teaching, Learning, and Leadership academic division, managing all relevant communications and initiatives
- Supervised staff of two and delegated projects of competing priority on tight timelines to ensure all needs of students and faculty were met.

Program & Grants Coordinator
University of Pennsylvania. | May 2020 - May 2022

- Primary administrator responsible for 10+ faculty members' grant-funded projects and research teams,
- Maintained accurate financial data while processing payments to human subjects, independent contractors, and other services providers; purchasing supplies, processing reimbursements, and coordinating travel arrangements

EDUCATION BACKGROUND

BS Secondary Education
Penn State University | Aug 2008 - Dec 2012

Certificate in Applied Positive Psychology
University of Pennsylvania | Dec 2021