

Work Experience

Client Services, Irongate International • 2015-2016

- ran cloud-based portfolio administration system, developing templates and generating reports quarterly / monthly / on-demand
- wrote VBA scripts to automate Excel-based administrative tasks
- processed trades, wire transfers, and other administrative client services

Web Project Manager, Twin State Tech • 2013-2015

- managed 2 - 4 person teams to develop software and websites for various industries, provided overflow development work
- performed business development work, including writing proposals, leading project kickoff meetings, and presenting at client education seminars
- developed documentation, copy, and other marketing assets

Instructional Design Tech, Northern Illinois University • 2007-2012

- helped faculty design and integrate technology into the classroom (LMS, various web platforms)
- led monthly workshops (e.g., developing electronic portfolios, making screencasts)
- implemented custom electronic portfolio assessment system written in-house, used to process 1,500 portfolios / year

Writing Instructor, Northern Illinois University • 2006-2012

- taught undergraduate writing courses, developing all lectures, assignments, and other activities
- led monthly teacher professional development workshop series for two years
- co-designed and published study on using blogs in the composition classroom

Skills

HTML5 & CSS3 • JavaScript • Project Management • Technical Writing • Analytics • Usability Testing

Education

Grand Circus

Front-end bootcamp, 2016

Venture School

Startup accelerator program, 2015

Northern Illinois University

M.A., Technical Communication, 2009
B.A., Political Science, 2006