

John J. Proodian
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GitHub: github.com/johnproodian

TECHNICAL SKILLS

Languages: HTML, CSS, JavaScript, Node.js, SQL, NoSQL

Frameworks: Bootstrap, React, Express

Databases: MySQL, MongoDB

Additional software: Git

WORK EXPERIENCE

JULY 2020 - PRESENT

Miletus Bookkeeping, LLC, Austin, TX – *Owner & Bookkeeper*

- Provide services to overhaul and maintain orderly bookkeeping for small business owners
- Tailor services to each client's specific business needs
- Detect discrepancies and streamline data entry across bookkeeping and CRM platforms
- Perform trend and ratio analyses to aid business owners in forecasting profitability and business opportunities

SEPTEMBER 2016 – MAY 2018

Calvary Baptist Church, Peabody, MA – *Ministry Assistant*

- Conducted research and compiled academic resources for administrative staff
- Collaborated with administration to create mentorship and small group curricula
- Taught an adult education class

JUNE 2013 – MAY 2015

The Navigators, New York, NY & Boston, MA – *Campus Associate*

- Managed recruitment and communications for staff and student conferences
- Strategically engaged dozens of donors to reach 100% of fundraising goal
- Actively cultivated and maintained donor relationships
- Co-coordinated two student service trips, in addition to coordinating weekly meetings

EDUCATION AND TRAINING

2021-2022

Coding Bootcamp – *University of Texas at Austin*

2020

Bookkeeper Launch Course – *Bookkeeper Launch, LLC*

SEPTEMBER 2015-MAY 2020

Gordon-Conwell Theological Seminary – *Master of Divinity*

SEPTEMBER 2008-MAY 2013

New York University – *Bachelor of Arts in Philosophy & Classics*