

**TECHNICAL EXPERIENCE**

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<b>Technical Specialist</b>	<b>The Walt Disney Company</b> (Seattle, WA)	<b>Aug 2015 – Jun 2018</b>
<ul style="list-style-type: none"><li>• Developed a web UI with HTML5, CSS3, JavaScript, Bootstrap, and Node.js.</li><li>• Regularly refactored UI and business logic improving maintainability, performance.</li><li>• Developed new features to solve client's business needs.</li><li>• Worked with business segment customers to resolve bug tickets.</li></ul>		
<b>Business Operations Analyst</b>	<b>The Walt Disney Company</b> (Seattle, WA)	<b>Apr 2009 – Aug 2015</b>
<ul style="list-style-type: none"><li>• Developed MS Access database app programmed with VBA to organize Ad reports.</li><li>• Developed another MS Access app for storing and processing vendor invoices.</li><li>• Used VBA programming to automate reports in MS Excel spreadsheets.</li><li>• Ensured continuity of service during multiple server migrations.</li></ul>		
<b>Reporting Team Lead</b>	<b>The Walt Disney Company</b> (Seattle, WA)	<b>Jun 2007 – Apr 2009</b>
<ul style="list-style-type: none"><li>• Lead a team of four Third Party Reporting Analysts during a period of rapid growth.</li><li>• Streamlined existing processes allowing team to manage increasing workload &amp; complexity.</li><li>• Developed reporting best practices resulting in faster turnaround of customer requests.</li><li>• Increased reporting efficiencies reducing the need to hire additional headcount.</li></ul>		
<b>Reporting Analyst</b>	<b>The Walt Disney Company</b> (Seattle, WA)	<b>Jan 2007 – Jun 2007</b>
<ul style="list-style-type: none"><li>• Developed training materials in MS Word that was used to on-board new team members.</li><li>• Broke down complex topics to convey information in an easy to understand manner.</li><li>• Responsible for data-entry of third-party advertising reporting data into spreadsheets.</li></ul>		
<b>Petty Officer Second Class</b>	<b>U.S. Navy Reserve</b> (Everett, WA)	<b>Aug 2005 – Mar 2007</b>
<ul style="list-style-type: none"><li>• Responsible for maintaining personnel database, data entry and generating reports.</li><li>• Assisted with creating reports for evaluations of officers and enlisted personnel.</li><li>• Enhanced usability of personnel database by redesigning the user interface.</li></ul>		
<b>Accounts Payable Coordinator</b>	<b>Lowe Graham Jones</b> (Seattle, WA)	<b>Jan 2005 – Aug 2005</b>
<ul style="list-style-type: none"><li>• Managed Accounts Payable operations, data entry &amp; invoice processing, vendor correspondence.</li><li>• Automated a manual check request process with macros created in a Microsoft Word document.</li><li>• Redesigned staff time sheet in Microsoft Excel for enhanced usability and increased accuracy.</li></ul>		
<b>Accounting Clerk</b>	<b>T-Mobile</b> (Bellevue, WA)	<b>Nov 2004 – Jan 2005</b>
<ul style="list-style-type: none"><li>• Performed data entry, filing, copying, collating checks and invoices.</li><li>• Performed general auditing to ensure accuracy of checks and invoices.</li><li>• Maintained Accounts Payable file room ensuring files are kept organized.</li></ul>		

**EDUCATION**

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<b>Associate's Degree</b>	<b>North Seattle College</b> (Seattle, WA)	<b>2020</b>
<ul style="list-style-type: none"><li>• AAS-T in Programming &amp; IT Network Support, GPA: 3.47</li></ul>		
<b>Certificate</b>	<b>Seattle Vocational Institute</b> (Seattle, WA)	<b>2004</b>
<ul style="list-style-type: none"><li>• Office Technician Certificate, GPA: 3.98</li></ul>		

**LANGUAGES & TECHNOLOGIES**

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- Python, PHP, Bash, JavaScript, ES6, TypeScript, SQL, HTML5, CSS3, SCSS, Node.js, NPM, Express.js, Angular, Bootstrap, VBA
- Visual Studio Code, Eclipse, Microsoft SQL Server, MySQL, MongoDB, Heroku, Git, Jira, Confluence, Ubuntu Server, MacOS