

Karen Schick

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Summary:

Motivated and dedicated individual with a Full Stack Web Development Certificate (MERN) and proficiency in coding languages and software. Experienced in administrative roles with a strong focus on teamwork and attention to detail. Seeking opportunities in web development to apply newly acquired skills.

Skills:

- Coding Languages: HTML, CSS, JavaScript
- Frameworks/Libraries: Node.js, Express, React
- Database: MongoDB
- Tools/Software: VSCode, Git, GitHub
- Soft Skills: Teamwork, Collaboration, Active Listening, Conflict Resolution, Attention to Detail, Critical Thinking

Education:

Full Stack Web Development Certificate (MERN), Southern New Hampshire University, January 2024

Experience:

NALC Health Benefit Plan - Ashburn, VA

Administrative Assistant, Systems Coordination Department

- Assisted plan members with navigation and utilization of the company website.
- Processed medical claims, identified and corrected claim errors.
- Tested AS400 medical claims processing through a virtual software environment.

Central New Hampshire Employment Services - Laconia, NH

Office Administrator at Continental Placer

- Provided full administrative support to the organization's Senior VP.
- Maintained computer databases and assisted with formatting reports and proposals.

Additional Education:

- Architecture Program, Montana State University Bozeman, MT
- Liberal Arts Program, University of Vermont, Burlington, VT
- High School Diploma, Souhegan High School, Amherst, NH