

KATE BIERNAT

720.470.4314 | kebiernat5@gmail.com

FULL STACK WEB DEVELOPER

Earned a continuing education certificate in Full Stack Web Development from the University of Arizona Coding Bootcamp.

TECHNICAL SKILLS

Languages: react.js, MongoDB, HTML, CSS, MySQL, JavaScript, TailwindCSS, BulmaCSS, Node.js, Express

Applications: GitHub, MongoDB, MySQL, Insomnia, Figma, VSCode

Tools: Express, React, Node, Handlebars, Query, Bootstrap

PROJECTS

Progressive Budget Tracking | [Written link to GitHub](#) | [Written link to deployed project](#)

- Summary: An application to allow the user to track income and spending
- Role: Sole author
- Tools: HTML, CSS, JavaScript, Bootstrap, PWAs,

WeatherApp | [Written link to GitHub](#) | [Written link to deployed project](#)

- Summary: Weather app that provides current and future weather forecasts in cities.
- Role: Sole author
- Tools: HTML, CSS, JavaScript, jQuery, API

Employee Database Application | [Written link to GitHub](#) | [Written link to deployed project](#)

- Summary: Allows the user to search for employees in a company database by name.
- Role: Sole author
- Tools: React Express, NoSQL, JavaScript, ORM, Photoshop

PROFESSIONAL EXPERIENCE

Childcare Professional, New York, New York

2014-2020

Caregiver

Family Personal Assistant

Duties included providing a high quality, personalized, and collaborative household management experience for several New York City Families with varying needs.

- Assisting principals with all matters pertaining to running the household, including but not limited to running errands, managing schedules (iCal, Google Calendar, Outlook, and Hard Copy), event planning, preparing and stocking homes in preparation of arrival of principal, booking travel, researching and booking vacation activities for the whole family, communicating with various vendors, household organization and management
- Working with families in their homes and being respectful of their privacy, boundaries, and sensitive information
- Traveling domestically and internationally with principals frequently to fulfill various duties

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MARC JACOBSON, New York New York

2013-2014

Entertainment lawyer

Executive Assistant

Provided administrative support and office management for Mr. Jacobson.

- Filing paperwork and contracts, office skills... (photocopying, faxing, scanning, computer skills, high level proficiency in applications including but not limited to Microsoft Word, Excel, and Powerpoint)
- Using computer software to create and send invoices to clients then closing out invoices upon receipt of payment
- Handling scheduling matters in shared calendar software for Mr. Jacobson

GOLDY+MAC, New York, New York

2012-2015

Locally owned clothing boutique providing family friendly neighborhoods with affordable fashion.

Training Manager, Pricer, & Sales Associate

Duties included training and supporting new sales staff, unaccompanied store management, receiving, cataloguing, pricing, and selling inventory, assisting customers with their needs, maintaining the overall appearance of the store on a daily basis.

- Training new hires on the POS System, daily routine, and open and closing procedures
- Multi-tasking between assisting customers in dressing rooms and ringing up customers
- Using software to ring customers up, entering inventory, and opening and closing the cash drawer
- Key holder for all three locations, responsible for opening and closing the store
- Earned strong reputation for providing excellent service for external and internal customers.

WAGNER COLLEGE THEATRE SHOP, New York, New York

2010-2013

Theatrical scene and electrical shop providing technical support for eight fully mounted productions per year

Scene Shop Associate/Crew Leader

Duties included building scenery pieces, and executing light plots for various theatrical productions, providing technical support to project heads, leading crews on various projects.

- Building and maintaining scenery before and during the run of a show using power tools
- Hanging and focusing light plots for several shows
- Leading crews of lab students on building projects and teaching students how to properly use power tools, build sets, hang lights, and other various tasks

COLDWELL BANKER, Denver, Colorado

2011

National real estate commercial and residential brokerage firm

Office Assistant/Receptionist

Provided administrative support for individual brokers and management to several offices throughout the Denver Metro Area.

- Filing paperwork and contracts, office skills... (photocopying, faxing, scanning, computer skills, high level proficiency in applications including but not limited to Word, Excel, and Powerpoint.)
- Using computer software to schedule showings for realtors and submitting listings into an online database
- Answering up to, but not limited to, four phone calls at a time and taking care of all of the needs of the callers on the other end of the line in a professional, timely, and efficient manner

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RELATED PROFESSIONAL EXPERIENCE

Event	<u>EVENT MANAGEMENT</u>	
	Role	Duties Included
World Science Festival	Production Assistant Hospitality Suite	Keeping event running on time and organized, Communicating information and logistics for scientists giving lectures around NYC
Boys and Girls Club Gala	Production Assistant Entertainment Coordination	Assisted the principle stage manager in creating and maintaining the schedule of events, Working with museum staff to utilize the facility to the fullest while producing a memorable event for the attendees.

EDUCATION

University of Arizona

Certification, Full Stack Web Development, 3.7 GPA

2021

Full time, 12-week Computer Programming Bootcamp focusing on Full Stack Web Development using MERN stack (MongoDB, express.js, react.js, node.js)

Wagner College, Staten Island, New York

Theatre/Speech BA Graduate

Activities and accomplishments included:

- Design/Technology/Management Focus within Degree Program
- Completion of minors in Government & Politics and Dance
- Active member of United States Institute of Theatre Technology
- Member of Alpha Phi Omega
- Member of the award winning Wagner College Dance Team.
- Merit Scholarship

ADDITIONAL SKILLS

- Red Cross CPR/AED/First Aid Certified.
- Event planning and production management
- 20+ years of dance training from various studios in Denver Colorado and New York City.