

KELSEY MERTEN

FULL-STACK SOFTWARE ENGINEER

Equipped with skills in front-end UX design implementation and server-side database management and integration, with experiences in Project Management and Administration.

CONTACT INFO

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☎ [+920-904-5462](tel:+920-904-5462)

SKILLS & TOOLS

FRONT-END

- HTML, CSS, JavaScript, JQuery
- Responsive Design
- Bootstrap Library
- React, Angular, Redux

BACK-END:

- Node.js
- API
- AWS
- MongoDB

ADDITIONAL:

- Postman
- Jira
- SQL
- PM Software

EDUCATION

FULL-STACK DEVELOPER CERTIFICATION

CareerFoundry, Remote

- 885 hours of hand-ons training dedicated to 8 projects with the support of a mentor and tutor

2023

PROJECT MANAGEMENT CERTIFICATION

Grow with Google, Remote

2021

B.A. JOURNALISM, STRATEGIC COMMUNICATIONS

University of Minnesota, Twin Cities

2014

WORK EXPERIENCE

ASSOCIATE PROJECT MANAGER

2021 – 2023

ICFNext, Los Angeles, CA

Planned, executed, and monitored multiple projects concurrently. Managed client retainer valued at ~\$1M, staffed and managed team of 10, and navigated scope changes. Communicated relevant project information to clients and team members, identifying project risks to Program Director.

- Conducted regular budget reviews and variance analyses, identifying areas for improvement and making timely adjustments to prevent overspending.
- Received recognition for developing and executing comprehensive project plans, including timelines, milestones, and resource allocation, resulting in a 95% on-time project completion rate.
- Proactively assigned projects and resources in preparation for the annual client promo event, streamlined asset delivery, and removed the need for contractors.

CREATIVE MARKETING ASSISTANT

2019 – 2021

Target Corporate, Minneapolis, MN

Collaborated with cross-functional teams, contributing to creation of compelling content, and assisting in various marketing initiatives. Contributed to overall success of marketing campaigns.

- Implemented robust budget tracking and forecasting tools, ensuring projects consistently stayed within budgetary constraints, reducing time spent by 20%.
- Tracked team projects and time spent to balance workload, and improve resource efficiency.
- Managed cross-functional teams, ensuring successful delivery of projects on time and within scope.

TRAVEL BREAK

2018 – 2019

ESL & Yoga Teacher Certification, Europe & Southeast Asia

EXECUTIVE & OPERATIONS ASSISTANT

2017 – 2018

PJT Partners, New York City, NY

Provided critical support to senior executives and oversaw essential operational functions.

- Provided support to senior executives, identifying and resolving calendar conflicts, organizing complex international travel and navigating travel changes, and preparing and handling NDAs.
- Worked with Accounting to accurately manage and report over \$100K of monthly expenses, ensuring cost-effective allocation of resources, decreasing monthly expenses by \$300.