

SKILLS & ABILITIES

General Abilities: Experienced in managing people, projects, and client relations. Adept in technologies for communication, organization, efficiency and teamwork.

Languages: French: CEFR ~A2, Spanish: CEFR ~A1

Software Skills: JavaScript, Python, HTML, CSS, React.js, React Bootstrap, GitHub, VS Code, Command Line, APIs, MongoDB, QuickBooks Online, Salesforce, Microsoft CRM, Microsoft Suite, Google Suite

Soft Skills: Resourceful, self-starter, systematic, articulate, deductive, organized, data-oriented, reserved.

EDUCATION

Massachusetts Institute of Technology, Audit/ Remote
Full-stack engineer, 32 week web development course

University of Connecticut, B.A.
Political Science

Norwalk Community College, A.A.
Communications: Media Studies; Film & TV Production

PROFESSIONAL EXPERIENCE

REBUILDING TOGETHER HARTFORD – Hartford, CT
Operations Manager, May 2023 – Present

Tools: QuickBooks Online, Microsoft 365 (Visio, Excel, Teams, etc.), Gusto payroll, HTML, CSS, React Bootstrap, Fundraise Up

Work with the City of Hartford's departments to aid local low-income homeowners in accessing critical home repairs.

Negotiate collaborative contracts with other organizations.

Oversee the work of executives, staff, and daily operations.

HR functions such as payroll, vendor payments, financial audits, tax management, and compliance.

Prepare and manage events and fundraisers.

Provide regular updates to board members, committees, executives, program participants, and donors.

Maintain affiliate website, utilize databases, and implement new technologies.

VARIOUS COMPANIES – Fairfield County, CT

Applied Behavior Analysis Therapist, Dec 2022 – May 2023

Tools: Data collection, Excel, Applied Behavior Therapy

Collected and utilized data to report and analyze patterns of behavior working one-on-one with clients and to ultimately discern and implement treatment to modify behaviors to enhance quality of life.

Companies: Aspire Living & Learning; The SEED Center; Able Home Healthcare LLC.

NORTHWESTERN MUTUAL – Norwalk, CT

Director of Client Relations, Feb 2016 – Dec 2017

Tools: Microsoft CRM, Financial Planning, Beta Testing

Trained and managed financial advisors and interns in compliance, best practices, tools, and technologies.

Managed sales goals, deadlines, clients, underwriting requirements, and investment custodial relationships.

Tested new technologies and features to improve the client experience and communicated findings.

RESEARCH AND PUBLICATIONS

Media Bias in Presidential Election Coverage
A Meta-Analysis joint paper with Dr. David D'Alessio

Character Traits and Presidential Candidates
Bivariate Linear Regression Model individual project

CERTIFICATIONS

Microsoft Excel for Data Analysis, Codecademy

DEVELOPER EXPERIENCE

PORTFOLIO & PORTFOLIO API

Redesign portfolio, Jan 2023 – Present

Tools: React.js, JavaScript, Bootstrap, GitHub API, CSS, HTML, MongoDB, Spline, Font Awesome, Slick Slider,

Created components in React.js, incorporating Bootstrap.

Created functions for ease of use and UI with JavaScript (ES6); including arrow functions.

Utilized CSS throughout the website for customization, in addition to Google Fonts and Font Awesome.

Created Spline avatar with the capability of following the cursor and Easter egg state changes of the Spline itself.

Additional components from Slick Slider and React PDF Viewer were customized.

Created a database of peer reviews with JSON format to be linked to MongoDB.

PYTHON PASSWORDS

Aug 2023 – Oct 2023 (update)

Tools: Python, Tkinter

Created a password generator using strictly Python with Tkinter as a dependency.

The generator allows for two variables for password creation: length and repeat characters.

Utilized Python for the UI, creating a "retro" feel.

NADIA.GITHUB.IO

Jul 2021 – Jan 2022

Tools: JavaScript, HTML, CSS, Single Page Application (SPA)

First Single Page Application (SPA).

Successfully set up GitHub Pages.

Utilized only raw JavaScript, HTML, and CSS.

Bootstrap components were incorporated.

Utilized Font Awesome and Google Fonts

Basic understanding of Agile.