Kaylyn Venerable

Software Engineer in St. Louis, MO

I am a motivated self-starter with an aptitude for learning new tasks quickly and efficiently. Seeking a challenging position as a computer programmer with a well established organization that will lead to a long lasting relationship.

PHONE 314-915-6966 | **EMAIL** KaylynVenerable@gmail.com
GITHUB https://github.com/kvenerable | **LINKEDIN**
https://www.linkedin.com/in/kaylyn-venerable-102007109

PROJECT EXPERIENCE

Purchase Order Tracking Management — PO Register

- A web application created to track purchase orders.
- Users can create, edit , delete, and filter projects by type.
- Built with Java, Spring Boot, MySql, Thymeleaf and the code base can be found here:
  https://github.com/kvenerable/PO-Tracking-Management

WORK EXPERIENCE

Office Manager — Kenneth Allen Construction, Valley Park, MO

April 2019 - Present

- Implement and organize general office procedures.
- Assist the Owner with project management and issuance of projects.
- Responsible for payroll processing.
- Prepare daily, weekly, and monthly reports.
- Maintain employee files.
- Helped recover $245K in revenue.
- Correspond and work with vendors via email.

Administrative Assistant — Custom Cable, Saint Louis, MO

July 2013 - April 2019

- Assist Project managers in all aspects of project management.
- Maintain polite and professional communication via phone and email.
- Create and maintain a project tracking database and spreadsheets.
- Prepare and apply weekly billing to purchase orders.
- Coordinate with the corporate office to ensure proper billing and payment.
- Perform other related tasks as required.

EDUCATION

LaunchCode, LC101 Programming Course — 2018

Miller Career Academy, Diploma — 2009

SKILLS

PROGRAMMING LANGUAGES

- **Java**
- **Python**
- **JavaScript**
- **HTML5/CSS3**

FRAMEWORKS

- **Spring Boot**
- **Thymeleaf**

DATABASES

- **MySQL**