

KATHERINE YEOMAN-LEE

FREELANCE WEB DEVELOPER

(208) 220-2891 • kyeolee06@gmail.com • Montpelier, ID 83254

Detail-oriented individual with excellent communication, interpersonal and creative thinking skills. Aiming to leverage my abilities to successfully fill the vacancy at your company. I can be relied upon to help your company achieve its goals.

EXPERIENCE

JUL '21 - PRESENT

CFH Provider/Community Support Worker | Idaho Department Of Health & Welfare, Montpelier, ID

- Transport and accompany my client to medical appointments and community activities.
- Instruct my client, with an intellectual disability, in household skills.
- Use computer system to obtain and document client information.

JUL '20 - PRESENT

Freelance Web Developer/Webmaster | Bear Lake Senior Center, Montpelier, ID

- Designed and developed a responsive website, verifying front-end code functionality across browsers and platforms.
- Continue to maintain and update the website.
- <https://www.bearlakeseniorcenter.org/>

FEB '21 - JUN '21

Associate Quality Analyst | PRO Unlimited, Inc. , Draper, UT

- Contingent worker for Edwards Lifesciences, a medical device company; 4-month temporary assignment.
- Performed the following administrative duties: scheduled weekly meetings with the Quality Director and engineers, took meeting notes, updated PowerPoint slides with monthly data for quality reviews, updated Excel spreadsheets with new data, generated various quality reports, and maintained regular contact with engineers to get status updates.

OCT '12 - AUG '19

Special Education/Speech Paraprofessional | Bear Lake Middle School, Montpelier, ID

- Provided accommodations and Speech services for students in Special Education.
- Provided clerical support for the Special Education teacher, which included: drafting IEPs, mailing copies to parents, drafting, and distributing students' accommodations to teachers.
- Conducted educational testing under the direction of the District psychologist.

EDUCATION

SEP '20

Online Certificate In Web Development

Neumont College of Computer Science, Salt Lake City, UT GPA 3.0

AUG '01

Bachelor Of Science (B.S.) In Sociology

Utah State University, Logan, UT

Awards And Honors

Cum Laude

ADDITIONAL SKILLS

Microsoft Suite

Google Docs

Web Design & Development

Data Entry

CERTIFICATIONS

Certified Family Home (#CFH-8976)

CPR, AED, and Basic First Aid