Laura Jodz

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Los Angeles, CA

DEVELOPER / ANALYST

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Summary

Full stack developer candidate skilled in writing clean, testable code. Proficient in mobile-first responsive design and test-driven development. 4+ years of experience as a Technical Business Analyst/Consultant. Most recently, 10+ years experience in Operations and Administration in senior roles with high-level responsibilities. Excited to be back in a technical role, and ready to make impactful and valuable contributions.

Skills

Advanced: JavaScript, React, Redux, jQuery, Node.js, HTML5, CSS3, Git, GitHub, NPM, REST APIs.
Proficient: ES6, MongoDB and PostgreSQL, Mocha/Chai/Enzyme, data analytics, Tableau.
Expert: Written & verbal communication, organization, project coordination.

Recent Projects

Mood Today: A full stack mood tracker with data analytics. Built with React, Redux, Victory Charts, Node, Express and Mongo.
EasyPeasy: A full stack meal planning app. Built with JavaScript, jQuery, Node, Express and Mongo.
Meetmap: An app to search for Meetups on a map. Built with JavaScript, jQuery, HTML, and CSS. Uses the Google Maps and Meetup APIs.

Experience

LUCKY BRAND   Los Angeles, CA
Senior Executive Assistant to the CEO and Chairman   9/2015 – 7/2017
- Provided unwavering and 100% reliable support 24x7 to a high-profile CEO. Assisted in all aspects of his business, including project coordination, reporting, logistics, research, and special projects. Anticipated and met all needs, proactively and intuitively.
- Established and cultivated trusting relationships with the Executive Team in order to stay current on hot topics and overall business priorities.
- Developed invaluable written and oral communication skills as the CEO's representative to his team and beyond.

THE GLENMEDE TRUST COMPANY   Philadelphia, PA
Executive Assistant to the CEO and the COO   4/2013 – 7/2015
- Controlled the busy daily schedules, typically 5-8 large meetings per day for each Executive. In a composed and skilled manner, proactively resolved calendar conflicts while managing priorities.
- Increased participation in CEO-led employee workshops from 75% to 98% by developing an organized tracking system and streamlining the registration process via an online tool.
- Provided expert project support with PowerPoint presentations, Excel spreadsheets, and comprehensive research.

FISHAWACK COMMUNICATIONS   North Wales, PA
Director of Operations   12/2002 – 10/2011
- First employee hired to work for this start-up. Helped to grow the company to a staff of 25 with healthy financials before being acquired.
- Recognized for my ongoing and long-term positive impact on the company's business objectives by being awarded Shareholder status in the company, one of four employees to hold shares.
- Served as member of the Management Team with responsibility for all internal operations including finance, budgeting, bookkeeping, staffing/benefits/payroll, and desktop support/basic IT troubleshooting.
- Created the company's project profitability and employee productivity tracking tools which provided timely and accurate data to the CEO, who used my reports to make informed, strategic business decisions.
- Supported client projects by providing project traffic management, project timeline management, and status reporting.

INNOVATIVE CONSULTING   Malvern, PA
Analyst   3/2001 – 4/2002
- Assigned to corporate clients to work on-site on their technology projects, as follows.

- GlaxoSmithKline, ***Project Administrator*** – Developed a series of Microsoft Excel workbooks to support budget analysis for multiple projects. Using Microsoft Project, maintained a Master Project Plan for the various projects, containing key milestones, resources, and dates.
- GlaxoSmithKline, ***Technical Support Analyst*** – Provided technical support during the installation, training, pilot and rollout of my client's application to a new client site.
- Towers Perrin, ***Brio Developer/Trainer***

CSC CONSULTING   Berwyn, PA
Consultant   9/1997 – 3/2001
- Assigned to corporate clients to work on-site on their technology projects, as follows.
  - Aventis Pharmaceutical, ***PL/SQL Programmer***
  - DuPont, ***Data Modeler*** – Integrated a data repository tool, System Architect 2001, for the agriculture division.
  - DuPont, ***Data Analyst*** – Made enhancements to an Oracle database, for the agriculture division.
  - Aventis Pharmaceutical, ***COBOL Programmer***
  - CSC Y2K Renovation Center and Campbell Soup Company, ***Y2K Code Renovator***

Education

LAFAYETTE COLLEGE, Easton, PA
Bachelor of Arts

THINKFUL
Full Stack Web Development
- Learned industry best practices and practical software development standards with a focus on HTML5, CSS3, JavaScript, jQuery, Node.js, React, Redux, and algorithms & data structures.
- Created and deployed mobile-first applications while learning new languages and frameworks by collaborating several hours every week with a senior web developer.

GENERAL ASSEMBLY
Data Analytics
- Learned how to use Excel, SQL, and Tableau to spot trends and drive business decisions using real-world data. Gained hands-on experience in collecting, cleaning, and analyzing large datasets.
- Became expert level at Excel functions such as Vlookup, Pivot tables, Index Match, and Logic functions.