

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 combined with 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 influential 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.

Experience

RECENT PROJECTS

Remote

Full Stack Web Developer

10/2017 – 5/2018

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.

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.

Director of Operations

12/2002 – 10/2011

- First employee hired to work for this startup. 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.

Early career includes various consulting positions:

- 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**
- 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.

Education

LAFAYETTE COLLEGE

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.