Laura Jodz

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COURSEWORK

Thinkful (online)
Full Stack Web Development
October 2017–present
Currently enrolled in a program to learn HTML, CSS, JavaScript, jQuery, APIs, NodeJS, Express, MongoDB, React, Redux, and GitHub. I have independently built a portfolio of JavaScript-based web projects.

General Assembly, Los Angeles, CA
Data Analytics
2017
Completed a ten-week course using 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.

EXPERIENCE

I have 4+ years of experience in IT Consulting as a Technical Business Analyst. Most recently, I have 10+ years experience in Operations and Administration in senior roles with high-level responsibilities. I am transitioning back to IT now that I am graduating from a web development school.

2015–2017
Senior Executive Assistant to the CEO/Chairman, Lucky Brand, Los Angeles, CA
Partnered with a high-profile CEO to assist in all aspects of his business, including reporting, scheduling, logistics, and research. Developed invaluable written and oral communication skills as the CEO's representative to his team and beyond.

2013–2015
Executive Assistant to the CEO and the COO, The Glenmede Trust Company, Philadelphia, PA
Partnered with the CEO and the COO to manage their daily administrative needs and work on special projects. Relied on my ability to learn quickly in order to ramp up on financial industry and wealth management terms and practices in a very short timeframe.

2002–2011
Director of Operations, reporting to the CEO, Fishawack Communications, Inc., North Wales, PA
I was the first employee hired to work for this medical communications boutique start-up. We grew the company to a staff of 25 before being acquired. My many responsibilities included project profitability tracking, employee productivity reporting, project traffic management, project timeline management, and status reporting.

1997–2002
IT Consultant and Technical Business Analyst, CSC Consulting, Inc. and Innovative Consulting, Inc, Philadelphia suburbs, PA
Assigned to various large, corporate clients to work on-site on their technology projects. Managed project timelines using Microsoft Project, facilitated meetings with end users, wrote status reports, and traffic-managed deliverables. I worked on several projects resulting from corporate mergers, and facilitated the adoption of large legacy applications across many company departments. Ask me about my Y2K projects!

EDUCATION
Bachelor of Arts, Lafayette College, Easton, PA