LAURA MEDINA

WEB DESIGNER

PERSONAL PROFILE

Experienced administrative professional looking to transition into software development, with emphasis on frontend technologies. Strong communicator with proven time management and organizational skills.

EDUCATION

DigitalCrafts
Certificate in Software Engineering | Apr-Oct 2021
Software engineering training program covering full-stack development

University of Houston
BS Hotel and Restaurant Management | 2008-2013

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CORE SKILLS

- JavaScript, HTML, CSS
- React/Redux, Next.js
- NoSQL, Firebase, MongoDB
- Agile Project Management
- Debugging

SOFTWARE DEVELOPMENT PORTFOLIO

Portfolio Website
Demo | Github | April 2022

- Completely redesigned from the ground up using the React framework Next.js.
- Three page website that includes a homepage, resume and list of current and past projects.

Countries API
Demo | Github | March 2022

- Frontend Mentor challenge to build a web application using the REST Countries API.
- Built to practice my React skills and really dive into customizing MUI components.
- Users are able to see all countries from the API on the homepage, search for a country, filter countries by region, click on a country and view details on a separate page, click through border countries on the detail page and toggle between light and dark mode.

myKeeper
Demo | Github | October 2021

- Simple notes app that allows a user to write a reminder and render it to the page. Applied React fundamentals we had learned in coursework.
- Learned how to integrate a functioning PayPal sandbox on the donation page. Used a context API to switch between light and dark mode. Styled with MUI and transitioned to a Firebase Realtime Database in April 2022.

CAREER BACKGROUND

Front Desk Admin
School of the Woods | 2013-present

- I am the first point of contact for those calling and visiting the school campus. I provide information on rules, disciplinary measures, and day-to-day operations.
- I am responsible for maintaining records of school operations, such as class schedules, medical release forms, extracurricular registrations, and parent contact information. This also includes preparing necessary trip paperwork and medical kits in a timely manner.
- I manage administrator and teacher schedules for conferences and meetings with 60+ high school families.

Event Planning Intern
eEvents Group | 2012-2013

- I assisted with on-site coordination for our vendors and clients, including managing the timeline of the event, set up and breakdown flow, and task delegation when necessary.
- I managed client databases and membership lists, observed board meetings and communicated minutes and key information to board members in a follow up.