

# Lenora Stevens

lenoraRstevens@gmail.com | www.linkedin.com/in/LenoraStevens | +1 512.301.6821

---

## Education

### Web and Computer Programming Certificate

*Brigham Young University–Idaho*

Dec. 2023

Rexburg, Idaho, U.S.A.

- Trained in Python, HTML/CSS, C#, and JavaScript, Git
- Convert requirements into code
- Strong design & problem-solving skills
- Excellent interpersonal abilities
- Skilled in developing valid web pages

### Bachelor of Software Development

*Brigham Young University–Idaho*

Jul. 2025

Rexburg, Idaho, U.S.A.

- Write & execute software test plans
  - .Net, SQL database, Kotlin, Web & Mobile App, Java, Typescript, API
  - Experience in various phases of the software lifecycle
  - Write dynamic data-driven software
- 

## Experience

### Financial Officer

*IMM Research, LLC*

Aug. 2000 – Current

Austin, TX, USA

- Oversee financial operations, including budgeting, forecasting, and financial analysis
- Create and maintain financial reports and offer recommendations for improvement
- Implemented cost-saving measures with expense tracking, reducing expenses by 5%

### Math Pentathlon Club

*National Institute of Math Pentathlon*

Oct. 2010 – Mar. 2020

Austin, TX, USA

- Mentored and motivated 40+ club members to achieve goals and fulfill commitments
- Devoted 6 hours weekly to club activities, demonstrated dedication & resourcefulness
- Gained strong leadership & problem-solving skills by coordinating weekly volunteers, training 15+ new coaches yearly, teaching at club meetings

### Customer Service

*RC Willey*

Oct. 1995 – Apr. 1998

Provo, Utah, USA

- Provided exceptional customer service; resolved inquiries creatively and efficiently
  - Oversaw parts ordering and parts receiving, and followed through with customers
  - Collaborated with team members to improve service delivery and achieve team goals
- 

## Skills

- Deep understanding and use of Python, HTML, CSS, C#, JS
- Solution Focused & Perseverant
- Skills to Coach and Mentor Others
- Customer Service Training
- Efficiency & Leadership Skills
- Negotiate and Manage Conflict
- Accountable & Multitasker
- Respect Individual's Differences
- Thrives within a Team Structure