

---

## MARA SANDERS

sandersmara@gmail.com

703-593-6175

Talented full stack web developer who brings a rock solid committed work ethic, excellent communication and problem solving skills with proven analytical and leadership capabilities.

### Skills

Javascript, JQuery, Ruby, Rails, Access, Quickbooks

### Experience

#### **Full Stack Web Development Student - General Assembly — May 2016- May 2016**

My love of programming drew me to GA.

#### **Office Manager - RCGW**

— October 2004- February 2016

Responsible for all billing, taxes, managing a \$200,000 budget. Handled communications, scheduling, and served as liaison for 40 field operators, 60 business owners and the executive staff. Kept office running for two years singlehandedly during restructure.

#### **Bookkeeper, Shoresh**

— April 2015- August 2015

Bookkeeping expert, payroll for 100 employees, taxes, billing, banking \$1,000,000 budget.

### Additional Experience

Programmer, high-school teacher, tutor, caterer, travel agent, telemarketer.

### Education

#### **General Assembly - 2016**

Beth Jacob Jerusalem - Teaching certification

### Volunteer Work

#### **Community Giving Program**

Developed a network for 300 families, sending meals to newcomers, new Moms, and people who are dealing with illness or bereavement.

#### **Community Giving Program**

Developed protocols for patient intake and organized what is now close to 1,000 volunteers for patients from all over the world utilizing the DC areas medical services.

---