

MARISSA TOBIN

Perth, WA | Cell: 0448298306 | Email: marissaleak@hotmail.com
[linkedin.com/in/marissa-tobin-0b0713b8/](https://www.linkedin.com/in/marissa-tobin-0b0713b8/) | marissakrantz.github.io/react-portfolio/ | github.com/marissakrantz

PROFESSIONAL SUMMARY

Front-end web developer leveraging social sciences background to build a more intuitive user experience on the web. Known as an innovative problem solver passionate about developing interactive and functional apps. Aiming in each project to best engage the audience for an impactful user experience.

TECHNICAL SKILLS

JavaScript	SQL	React	HTML
CSS	GraphQL	Git	Mongo

PROJECTS

JOKE GENERATOR github.com/marissakrantz/joke-generator | marissakrantz.github.io/joke-generator/

An interactive front-end project where users can click a button to generate a random joke and related gif. Built using JavaScript, HTML, CSS, and CSS framework Materialize.

TECH BLOG github.com/marissakrantz/tech-blog | floating-waters-40237.herokuapp.com/login

A CMS-style blog where developers can publish their blog posts and comment on other developers' posts. Built using the Model View Controller (MVC) paradigm. Built using MySQL, Express, Sequelize, Handlebars and dotenv.

TRAVEL PLANNER github.com/marissakrantz/react-travel-app | ris-travel-app1.herokuapp.com/

An interactive MERN stack single-page application where the user can login or create an account to plan and save trip itineraries. The user will create a trip card and add any additional trip details within the card. The trips will be saved even when marked completed. Built using MongoDB, GraphQL, Express.js, Node.js, React, and JWT authentication.

WORK EXPERIENCE

GRANTS & SUBSIDIES OFFICER
Department of Finance, Perth WA

- Administered revenue on behalf of a number of Federal and State Government schemes
- Assessed the validity of land and build contracts by analyzing dates, signatures, payment structures, etc
- Managed 230 clients applying for housing schemes and liaised with these clients on a daily basis in regards to certain documentation and criteria that need to be met in accordance with governmental acts in order to assess eligibility for grants
- Established and maintained positive relationships with clients and customers by answering their questions and assisting them in troubleshooting, resulting in a 98% satisfaction rate
- Maintained confidentiality of clients personal and financial information

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WORK EXPERIENCE CONTINUED

PROJECT MANAGER

November 2019 – April 2021

Stepping Stone Emergency Housing, Anoka MN USA

- Selected to lead the implementation of an off-site homeless shelter to intake and assist an increased number of clients through COVID-19
- Assisted in managing a caseload of 35 diverse clientele experiencing homelessness; including assisting clients in creating their Individual Goal Plan to promote self sufficiency
- Maintained a high level of communication and documentation with co-workers and supervisors in order to assist clients in following through their Individual Goal Plan
- Tracked, reviewed and revised project components to ensure project objectives were met
- Adhered to companies' policies and mission to maintain confidentiality and boundary standards

INTAKE ADVOCATE

May 2016 – December 2019

Stepping Stone Emergency Housing, Anoka MN USA

- Organized and conducted all intakes with new clients; including an initial assessment of clients and uploading confidential information to a statewide database for external service providers
- Maintained a high level of communication and documentation with colleagues and supervisors in order to assist clients in following through their Individual Goal Plan
- Provided the necessary supervision to clients to maintain a safe and secure facility
- Adhered to companies' policies and mission to maintain confidentiality and boundary standards

EDUCATION & PROFESSIONAL DEVELOPMENT

University of Western Australia | Certificate in Full-Stack Development | Perth, WA

October 2022

The College of St. Scholastica | Bachelor of Arts in Social Sciences | Duluth, MN, USA

May 2017

REFERENCES

Available Upon Request