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SUMMARY Collaborative, solution-oriented professional with an eye for detail looking to leverage 10 years of diverse experience to implement successful projects and translate complex projects into clear, concise functional specifications. Expertise in project coordination, client consulting, full stack development, small business marketing, and documentation.

Strong communicator. Collaborative, articulate, empathetic, active listener.

Unflappable. Remains calm in high-stress situations, deadline-driven, optimistic, flexible.

Systematic. Accurate, data-driven, orderly, highly organized, attentive to detail.

Ambitious. Growth mindset, strong leadership abilities, big picture thinker, persistent.

SKILLS

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|-----------------------------------|----------------------------------|--------------------------------|
| • Python/Django | • Technical Writing | • Expectation Management |
| • HTML/CSS/JavaScript | • Documentation, Editing | • Active Listening |
| • Project Management/Coordination | • Research and Analytical Skills | • Microsoft (MS) Office, Excel |
| • Consulting Experience | • Continual Process Improvement | • Google Suite |

EXPERIENCE

OPERATIONS MANAGER

C. Cook LLC | Portland, OR (*remote*) | Aug. 2020 - Aug. 2021 (1 year)

- While raising two young children at home and managing a household during a pandemic:
 - Shortened lead follow up time from 21 days to less than 1 day.
 - Improved efficiency through creation and implementation of CRM database, Google Drive file system, written workflows, scripts, and templates.
 - Increased website traffic by 240% month over month through management of Instagram account.
 - Configured website to increase lead conversion; designed all brand assets.

REALTOR

Worldrelo Inc. (*self-employed*) | Vancouver, WA | Jan. 2017 - Jun. 2020 (3.5 years)

- Guided clients through entire sale process, successfully negotiating and closing \$6.3 million in sales volume.
- Demonstrated ability to consistently meet deadlines, consult with clients, implement systems and workflows, effectively manage workload, expertly apply industry knowledge, and facilitate communication among multiple parties.

MIDWIFE (APPRENTICE)

Full Bloom Midwifery and Birthingway College of Midwifery | Portland, OR | Apr. 2014 - Sep. 2016 (2.5 years)

- Provided high quality midwifery care to 9 clients in a community-based setting, centered around informed choice.
- Authored and edited 20+ complex technical protocols, informed choice documents, and practice guidelines.
- Demonstrated ability to respond quickly to new instructions and remain calm in high-stress, sometimes life-threatening situations.

CLINICAL RESEARCH ASSISTANT

Oregon Health and Science University | Portland, OR | Oct. 2011 - Sep. 2014 (3 years)

- Collaborated with internal team members, external departments, outside institutions, industry sponsors, and patients to gather and report study data for 10 ongoing clinical trials in solid tumors at the Knight Cancer Institute.
- Assumed a leadership role as pathology liaison and streamlined pathology collection process:
 - Researched best practices, drafted new policies and procedures, educated colleagues, networked to build relationships with other departments and external institutions.
- Facilitated team communication by implementing a shared Outlook calendar system and Excel database for each study.

EDUCATION

Certificate: Full Stack Developer Bootcamp • PDX CODE GUILD • Portland, OR (*remote*) • Nov. 2021

Bachelor's/Bachelor of Arts (BA) • UNIVERSITY OF OREGON • Eugene, OR • Jun. 2010
Major in Women's and Gender Studies • Minor in Business Administration