

# TRACY HUBER

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## SUMMARY

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My education began in accounting which helped me to be extremely detail oriented with strong analytical skills and an understanding of business financials. Additionally, I owned my own business for several years and for the past three years I have gained experience in the lending industry. My current sales role relies heavily on interpersonal communication skills. As a lifelong learner, I recently graduated from LaunchCode where I improved my skill set for today's technology driven environment. I am very eager to continue growing my technical experience while transitioning into an IT career.

## EDUCATION

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LaunchCode	Python, SQL, HTML, CSS, Spring, IntelliJ IDE, Java, Github
	<ul style="list-style-type: none"><li>LC101: Web Application Development – Created several web apps, studied the MVC framework, model binding, and OO Java programming</li><li>Liftoff: Capstone project and job readiness class – Created <i>Mortgage Advisor</i> web application, studied agile development using Trello for planning stories, work flow, and assessing timelines for project code sprints</li></ul>
UMSL CETC	Intro to SQL and Intermediate Applications of SQL
NMLS	Licensed Mortgage Loan Officer
Webster University	BS in Accounting

## EMPLOYMENT

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Licensed Mortgage Advisor	Delmar Mortgage	2016-Present
	<ul style="list-style-type: none"><li>3 years sales experience in a fast-paced and deadline-driven environment where I work primarily remote in a self-directed sales role</li><li>Extensive planning and scheduling through Outlook, Excel and the CRM system for marketing campaigns and tracking loan progress milestones on current loan files</li><li>Experience collaborating and working across teams to support all parties in a home purchase transaction</li><li>Financial advising and debt planning experience as well as credit repair coaching with many clients</li><li>Experienced speaker with home buying and debt planning seminars</li></ul>	

Gym Manager	Xcel Gymnastics	2011-2016
	<ul style="list-style-type: none"><li>5 years business management experience, including experience negotiating and documenting of contracts and agreements</li><li>Managed policy structure to reduce organizational risk and align with business objectives</li><li>Facility and operations management of a 15,000 square foot space in Chesterfield with 25+ employees and over 400 students</li><li>Extensive experience in a customer facing environment</li><li>Scheduled and coordinated various programs, class sessions, fundraising events, detailed marketing calendar, and outreach programs within the St. Louis community</li><li>Extensive experience with Microsoft Office Suite and Rec1 online registration and database management system</li></ul>	

Sales Coordinator	Industrial Battery Products	2008-2011
	<ul style="list-style-type: none"><li>Project management experience as part of our SAP implementation team</li><li>Experience in operations and supply chain management working as sales coordinator in IBPs sister company Midwest Lumination</li><li>Project management experience managing commercial lighting jobs from purchase to installation</li><li>Regular face to face interaction with the customer base</li><li>Collaborated and developed weekly PowerPoint Go-To Webinars for our regional sales team</li><li>Experience in a fast paced, technical environment with detailed purchase orders and change orders for lighting installs</li></ul>	