

MOLLY PFAFF

6667 Pleasantview Dr. • Portage, MI 49024 • (269) 370-1717 • mpfaff@kvcc.edu

EDUCATION

WESTERN MICHIGAN UNIVERSITY

December 2013

B.A. in English: Creative Writing

Double major in German

4.0 GPA, Summa Cum Laude

SKILLS

- JavaScript, HTML5, CSS3, SQL, C, PHP
- Bootstrap 3, jQuery, MS Access, Word, Excel, Adobe Photoshop, Acrobat, and Banner
- Experience in database and front-end web development
- Excellent written and interpersonal communication
- Quick-learner
- Self-starter

HONORS

Dean's List

Western Michigan University

2010 – 2013

Phi Beta Kappa Honor Society

April, 2012

Sigma Tau Delta

International English Honor Society

January 2012

LANGUAGES

English

German

LINKS

mepfaff.github.io

codepen.io/mepfaff

linkedin.com/in/mepfaff

PROJECTS AND EXPERIENCE

WEB DEVELOPMENT

- Completed the Front End Development Certification from freeCodeCamp by building a calculator, Simon game, weather app, and 6 other front-end projects.
- Created a Google Chrome extension for saving, naming, and managing groups of browser tabs.
- Implemented a stock-trading website to become familiar with PHP, database management, and back-end development.

PROGRAMMING

- Developed two custom Access databases, using SQL to automate the pulling of grades from Banner, tracking of student progress, and management of credits awarded through Internship, Apprenticeship and Prior Learning Offices at KVCC.
- Implemented a web server, spell checker, and breakout game to practice the use of various languages, data structures, and searching/sorting algorithms.
- Developed a strong understanding of programming concepts from completing Harvard's Introduction to Computer Science online with a grade of 100%.

INSTRUCTION

- Led fifty-minute English 098 and 110 labs at KVCC four times per week, helping students learn new grammar concepts, develop solid writing mechanics, and build arguments using a logical flow of ideas.
- Helped students in the Learning Center with basic computer skills, e.g. setting up documents in word and performing Boolean searches in library databases.
- Trained four supervisors and six student workers in Banner procedures at WMU
- Authored technical manuals for Banner, Apply Yourself, and various shipping software for use as training materials at both KVCC and WMU

WORK HISTORY

Office Specialist Para-Professional | Kalamazoo Valley Community College

Offices of Internships, Apprenticeships, and Prior Learning Assessment

July 2016 – Present

- Create/update databases, write technical manuals and train staff on use of new database tools, maintain student files, streamline processes using queries.

Writing Assistant | Kalamazoo Valley Community College

December 2014 – July 2016

- Tutored students in writing, managed Learning and Testing Center front desks

Application Processing Specialist | Western Michigan University

International Admissions and Services

September 2010 – December 2014

- Process application materials, conduct Banner training, troubleshoot database errors, answer phones, and provide support to a multicultural student body