

Allie Sudholt

404-915-8242
github.com/mlleallie

allison.sudholt@gmail.com
[linkedin.com/in/allisonsudholt](https://www.linkedin.com/in/allisonsudholt)

Skills and Focus

HTML/CSS | Javascript & jQuery | Ruby on Rails | SQL | Postgres | Github | JIRA | Looker | Microsoft Office Suite | Writer/Editor | French Speaker | Intermediate Improv Comedienne | Social media | Strong interpersonal skills | Project & People Management |

Work and Internship Experience

Wikibuy, Austin, TX

May 2015 – February 2016

Operations Specialist

Work with engineering team to **operationalize new processes** surrounding proprietary tooling. **Manage two remote teams** (Austin and India) to ensure accurate implementation of new processes to scrape data from all major ecommerce retailers. Brought both teams up to desired efficiencies within 2 months of taking over their management, and craft a positive culture for the remote employees to enjoy. Play an active role in **development of a new product** and tooling through feedback and technical assistance. Verify client-facing information for accuracy prior to production release. Assist with **QA for new product and tooling releases**.

Wikibuy, Austin, TX

September 2014 – May 2015

Community Satisfaction

Interface directly with customers to ensure satisfaction. Manage order process from placement through delivery, returns, and warranty requirements. **Provide QA for all proprietary tooling**. Work directly with CEO to perfect customer experience. Constant **communication with developer team** regarding tool performance. Ongoing data-logging to provide a more complete customer experience.

WorkingBuildings, Atlanta, GA

May 2011 – June 2014

Communications Coordinator

Develop social media content & plan, marketing materials, press releases, proposal boilerplates. Extensive use of **Adobe InDesign**. Compose **pitch letters and technical articles** for national publications. Coordinate national and international conference, manage marketing budget, client support and communication, **grow and track website traffic**. Mining support, business development support. Assist with training of new employees. Constant collaboration with engineers and strong interpersonal skills. Extensive work on Twitter, Facebook, and LinkedIn.

Function:Atl, Decatur, GA

November 2009 – June 2010

Public Relations and Marketing Intern

Manage various social media accounts for clients. **Plan, promote, and create webinars** for clients and internal needs. Create and distribute press releases. Compose and **develop email blasts** for clients and Function:. Conduct research on projects for various clients including Kawneer, GKD, and Kingspan. Compile monthly clipbooks. Contribute to company blog. Write and distribute **pitch emails**. Focus on architecture and BPMs.

Education

General Assembly, Austin, TX

Web Development Immersive

12-week immersive course focused on full-stack development. Beginning with programming fundamentals through launching web apps, the course emphasized learning to solve problems with code while applying industry best practices in a collaborative environment. Current projects: github.com/mlleallie.

Georgia State University, Atlanta, GA

Bachelor of Arts, English Literature, **Cum Laude**

Minor in Film/Video and Linguistics

Université de Picardie Jules Verne, Amiens, France

French Language Acquisition, Independently Funded