Miriam Wiegand

SKILLS

Software & Tools — *IntelliJ, SpringBoot, Git, Pivotal Tracker, Excel, MS Office, Outlook, Adobe Acrobat Pro, Adobe Creative Suite*

Computer Languages — *Java, Python, HTML*

Projects — https://github.com/mnwiegand?tab=repositories

SpuSi.py
A web scraper to collect and pair native German subtitle files with streaming episodes of my favorite German criminal investigation drama

BatchSnapper
An Android mobile app for artists and boutique owners to coordinate wholesale and consignment transactions in a way that standardizes relationships, and streamlines data entry and intake of incoming orders

EDUCATION

LaunchCode — *LC101 Spring/Summer 2018 & LiftOff 2019*

Washington University in St. Louis — *Bachelor of Fine Arts May 2008*

WORK

The Center for Family Law, Clayton, MO

Administrative Coordinator — *Nov 2018 - ongoing*

updating website content & coordinating website overhaul, basic IT trouble shooting, managing Vonage Business phone system, customer service, on-boarding new staff, managing office & conference rooms

Craft Alliance Center of Art + Design, University City, MO

Gallery Manager & Buyer — *August 2016 - August 2018*
Gallery Manager — *September 2015 - August 2016*
Senior Gallery Associate — *January 2011 - September 2015*
Gallery Associate — *June 2008 - January 2011*

Forecasting, budgeting and ordering for annual sales upward of $500,000, creating ads, negotiating orders with corporate clients, hiring & managing teams of 3-6 associates in a high end boutique setting, reporting, mail campaigns, inventories, shipping & receiving, performing in-house repairs