

# MOLLY MONTGOMERY

(515)491-1427 | mollymontgomery515@gmail.com | www.linkedin.com/in/mollymontgomery515 | Github: mollymontgomery

## EDUCATION

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### University of Minnesota

Full Stack Coding Bootcamp *March 2022*

### Coursera | Google

Foundations of Project Management *February 2022*

### University of Northern Iowa

Bachelor of Arts in Leisure, Youth and Human Services & Bachelor of Arts in Art Studio *May 2015*

## SKILLS

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- **Technical:** HTML, CSS, Git, JavaScript, APIs, Node, Express, SQL, ORM, MVC, NoSQL, PWA, React & MERN.
- **Soft Skills:** Client & Vendor Management, Budgeting, Forecasting, Invoicing, Workflow Planning & Organization

## EXPERIENCE

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### US Bank Overland Park, KS Facilities Manager *July 2021 - Present*

- Manage over 30 locations throughout Midwest for all facility needs and projects
- Create invoices and forecast budgeting for six figure plus projects
- Effectively managed vendors and service providers to successfully execute all work
- Maintain accurate, up to date records with Smartsheet, Angus, Costar, Archer, Microsoft Office, OneDrive, and others

### Jones Lang LaSalle Kansas City, MO Facilities Coordinator *September 2019 – July 2021*

- Conducted daily walk-throughs to ensure clean and organized office & retail spaces.
- Oversaw vendors, facilities staff and other service providers to ensure excellent coordination and execution of work.
- Assisted in the procurement of vendors and services as required. Coordinated the delivery of site amenities.
- Maintained accurate records for go/sites, GUTS responses, KPI metrics, etc.
- Coordinated site operations in accordance with all agreed policies, procedures and contract scope.

### Two Rivers Marketing Des Moines, IA Project Coordinator *February 2018 – September 2019*

- Updated and maintained the creative teams daily schedules through Workamajig Project Management Software.
- Entered project estimates, updated internal financial spreadsheets and had oversight into all project budget allocations.
- Directed daily creative status meetings, gave direction to team members on project timelines and budgets.
- Worked on a team that served 19 different clients, ranging from B2B and B2C users.
- Lead internal kick-off meetings by providing direction to creative and account teams.
- Documented all labor hours and budget expenses for project.

### Sticks, Inc. Des Moines, IA Development and Special Projects Assistant *April 2016 - February 2018*

- Managed special projects with corporations, interior designers, and online retailers.
- Entered price quotes, sales orders and invoices with M2M production and accounting software.
- Created proposals for projects ranging in price range from \$1,000-\$60,000.
- Helped manage Intern program and assigned daily tasks.

## LEADERSHIP & INVOLVEMENT

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### Gamma Phi Beta Ames, IA Chapter Advisor *August 2016 - September 2019*

- Acted as liaison between chapter and national
- Served as advisor to sorority of over 130 women
- Advised chapter on all facets including: philanthropy, business development, & scholarship

### Shoes That Fit Volunteer *May 2011 – Present*

- Organized shopping drives for children in need
- Assisted with distribution of winter clothing to children in need through local schools
- Raised funds to provide awareness to project