

Mary MacMillan

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Objective	To find a job that utilizes my web development skills and allows for upward mobility.	
Technical Skills	HTML, PHP, CSS, mySQL, Javascript	
Experience	Junior Web Developer	01.2018 - present
	Deep Dive Coding, Albuquerque, NM	
	I am a full stack web developer experienced in HTML, PHP, CSS, JavaScript, and mySQL. I have also collaborated with a team to complete a project from the ground up in 7 weeks.	
		08.2016 - 01.2018
	Financial Aid Counselor	
	St. John's College, Santa Fe, NM	
	While working as an administrative assistant I took on additional duties overseeing the work study program, initiated several year-round projects, and earned my second promotion within two years. These additional duties included but were not limited to , reconciling work study information, and training employees from another campus on how to better manage the work study program.	
	Financial Aid Administrative Assistant	08.2014 - 08.2016
	St. John's College, Santa Fe, NM	
	My duties included managing the college-wide work study program, supervising and training students working in the financial aid office, editing and sending all financial aid awards, running and manipulating reports, holding annual counseling sessions with students in order to prevent loan default, and managing, disbursing, and reconciling the Perkins, institutional, and alternative loan programs.	
	Financial Aid Assistant (student assistant)	08.2010 - 08.2014
	St. John's College, Santa Fe, NM	
	08.2010 – 08.2014	
	I also worked in the financial aid office while attending St. John's as a student. My duties included general office work such as file maintenance, document tracking, and communication with students and parents through phone and email.	
Education	Bachelor of Arts in Liberal Arts	08.2010 - 05.2014
	St. John's College, Santa Fe, NM	
	Graduated with a GPA of 3.592	
	If this program were to be analyzed by credits into majors and minors it would yield two majors, one in History of Mathematics and Science and the other in Philosophy as well as minors in Classical Studies and Comparative Literature.	