

# CHRISTINA L. MCMILLAN

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## <Objective />

Self-motivated developer searching for a position in Austin, TX with a technology company that prioritizes problem solving and encourages learning

## <Education />

May 2016 – Dec 2016

### Austin Coding Academy

- Intro course – HTML, CSS, Bootstrap
- Intermediate course – JavaScript, jQuery, APIs
- Advanced course – Full Stack – Express.js, MongoDB, React

Aug 1999 – Dec 2003

### The University of Texas at Austin

Bachelor of Science, Architectural Engineering

## <Professional Experience />

Jul 2016 – Current

### Web Developer / Owner | HootFly

- Founded a web development company and completed several web projects using HTML, CSS, JavaScript, and WordPress.
- See [GetChristina.com](http://GetChristina.com) for sample projects.

Jan 2014 – Current

### Principal / Co-Founder | Unified Finance Organization

- Jan 2014 – Apr 2016: Provided sophisticated financial analysis and bookkeeping services to clients, supported my business partner on all business aspects, managed employees, dealt directly with clients, and provided technical and data support.
- May 2016 – Current: Reduced workload to build my development company, now work on an as-needed basis primarily on spreadsheets and data.

#### Technology Highlights:

- Developing a section of our website using HTML, CSS, PHP, MySQL. It is used internally and by our customers.
- Established an extensive system of spreadsheets used by UFO and its clients to manage cashflow, budgets, reports, profitability by client, and much more.
- Created and currently maintain the corporate website in WordPress

Oct 2011 – Jan 2014

### Freelance / Independent Work

- Worked on a project basis for many clients typically based around finances, operations, and data management. This included: generating cashflow and projection models, billing and invoicing, reconciling bank statements, and simple bookkeeping.

Oct 2012 – Mar 2013

### Director of Finance and Administration | SureScore, Inc.

- Oversaw all activities pertaining to day-to-day operations - primarily managing the finances, billing and invoicing, office administration, and supporting the CEO.

#### Technology Highlights:

- Created a series of Excel spreadsheets to model our cashflow as well as our budgets and future projections.
- Customized and maintained the company's CRM (Salesforce) which they used for tracking sales and products.

Jul 2009 – Sep 2011

**Director of Operations / Co-Founder** | BestFit Media, LLC

- Supervised all activities pertaining to day-to-day operations - primarily managing the finances, billing and invoicing, office administration, project manager roles, and supporting the COO and the CEO.

*Technology Highlights:*

- Worked as a project manager on two mobile app projects. This involved coordinating projects by interfacing with the client and the development team. Launched iPhone application for Norfolk Southern Railroad and led development of a social media iPad application.
- Generated and presented the wireframes of an iPhone app to a national arts-and-crafts chain. Our company was awarded the contract and the wireframes were used in production.
- Created a comprehensive cashflow model in Excel to manage the day-to-day cashflow, as well as our future projections. This tool integrated with QuickBooks and Salesforce and was used by the COO and CEO to make business decisions.
- Customized and maintained the CRM (Salesforce) and trained the sales team on its use.

May 2004 – Jul 2009

**Freelance / Independent Work**

- Worked on several website projects: for example, an auto parts e-commerce site, a drop shipping website, and for the largest project, I took a 200+ page catalog of machine parts and created an online searchable database using PHP and MySQL.

Jul 2003 – Feb 2007

**President / Co-Founder** | Silent Technology LLC

- Oversaw the daily activities of the company, such as taking care of customers, directing employees, writing proposals and contracts, handling company finances, maintaining corporate website, managing our internal CRM, and other day to day business requirements.

*Technology Highlights:*

- Developed and maintained our custom e-commerce website (using HTML, CSS, PHP, MySQL) as well as a sophisticated backend custom CRM system for tracking orders and inventory, running reports, managing shipments, and organizing customer information.

**<Skills />**

- ✓ Eager to learn, quick to catch on
- ✓ Adept at creating websites using HTML, CSS, Bootstrap and other frameworks, and WordPress
- ✓ Capable of producing web apps using JavaScript, jQuery, APIs, Node.js, Express, and React
- ✓ Highly skilled in all Microsoft Office applications (expert level in Excel), Adobe Photoshop, and most computer applications
- ✓ Conversant on GitHub, Git Bash, Atom text editor, Dreamweaver
- ✓ Familiar with MySQL databases and MongoDB
- ✓ Proficient operation of Windows and Macintosh computers
- ✓ Motivated and flexible team player with established leadership skills
- ✓ Excellent interpersonal, management, organizational, writing and verbal skills