

NANCY J. WATREAS

4233 Douthart Place, Mishawaka, IN 46544

Phone: 574.210.5344 | Email: nwatreas2023@gmail.com

PROFESSIONAL SUMMARY

Technical professional transitioning into software development, combining strong analytical skills with recent training in modern programming languages and frameworks. Proven track record of implementing efficient solutions, reducing costs, and improving processes across various industries. Strong foundation in administration and psychology, with experience in data analysis, problem-solving, and clear technical communication.

TECHNICAL SKILLS

- **Programming Languages:** JavaScript, TypeScript, SQL
- **Frameworks/Libraries:** React
- **Software:** Microsoft Office Suite, Mac OS X
- **Database Systems:** SQL databases
- **Additional Skills:** Technical Documentation, Process Optimization, Data Analysis

EDUCATION

Full Stack Development Bootcamp | 2024 - Present

Current Program

- Intensive training in JavaScript, TypeScript, SQL, and React
- Focus on modern web development practices and full-stack applications

B.A. in Psychology | Indiana University, South Bend, IN | 2009

- Member of Psi-Chi Honor Society
- Dean's List
- Research Assistant for Experimental Psychology
- GPA: 3.4

Computer Science | Ivy Technical College, Elkhart, IN | 1991-1992

- GPA: 4.0

PROFESSIONAL EXPERIENCE

Administrative Assistant & Technical Writer | 2017-2024

Endodontic Services Inc., South Bend, IN

- Authored detailed technical case reports for communication between endodontists and referring dentists
- Assisted with patient scheduling and streamlined administrative workflows
- Helped maintain accurate patient accounts and records using specialized dental software

- Improved office efficiency by encouraging the use of a digital documentation system for patient registration

Mathematics Education Assistant | 2011-2016

Riverbend Community Math Center, South Bend, IN

- Collaborated with professional mathematician to develop and implement educational programs
- Created visualization tools and interactive learning materials for mathematical concepts
- Facilitated STEM education initiatives for diverse student populations
- Contributed to curriculum development and program evaluation

Math Tutor | 2010-2011

Riverbend Community Math Center, South Bend, IN

- Developed creative teaching methods using visual and tactile techniques
- Improved student comprehension of complex mathematical concepts
- Created individualized learning plans based on student needs

Assistant Psychology Lab Coordinator | 2007-2008

Indiana University, South Bend, IN

- Coordinated and monitored psychology lab operations and teaching assistants
- Developed and implemented student learning strategies program
- Created digital learning materials and presentations for psychology courses

EARLIER CAREER HIGHLIGHTS

- Reduced billing costs by \$100K through process optimization at Dometic Corporation
- Managed \$500K+ inventory and achieved net profits within three months as Office Manager
- Successfully established and operated independent realty company with positive first-year profits

PROFESSIONAL DEVELOPMENT

- Continuous self-study in modern web development technologies
- Active participation in coding bootcamp projects and collaborative development
- Regular engagement with technical documentation and industry best practices

AFFILIATIONS

- Member of Psi-Chi National Honor Society
- Indiana University Alumni

Note: 2011-2017 includes dedicated time for family care while maintaining involvement in mathematics education through Riverbend Community Math Center