

Elizabeth Franklin

I'm a passionate frontend developer with over 15 years of experience combining hands-on technical experience with strong administrative and organizational skills. I've scaled the infrastructure for a national firm and managed global client websites, but I've also worked with small businesses to modernize their systems and create more efficient workflows. Whether welcoming customers into the office or assisting coworkers with tricky software, I treat both with care and respect.

EXPERIENCE

Frontend Developer | *Gryt Health*

Sr. Frontend Developer | February 2024 - May 2025

Umbraco Frontend Developer | September 2021 - February 2024

Umbraco CMS | Razor Markup | jQuery | Bootstrap |

Google Workspace | Zoom | Slack | Asana

- Use Google Workspace to collaborate with coworkers and clients, schedule meetings, and manage files.
- Balance up to four concurrent projects with diverse, global client requirements and varying design builds within short timelines.
- Implement standardized departmental documentation—elevating the department's ability to train new hires effectively through clear, accessible materials.
- Perform project management duties such as: create and manage project timelines, coordinate with other departments to ensure client deliverables are met in a timely manner, and perform QA testing.

Systems Analyst / Administrative Assistant |

Williamsfield Valley Veneer, Inc.

November 2017 - September 2021

ReactJS | WordPress | JavaScript | PHP |

QuickBooks | Google Workspace | MSOffice

- Perform all accounts payable and accounts receivable functions using QuickBooks.
- Manage a variety of administrative responsibilities including routing incoming calls, greeting customers, supporting C-Suite, and organizing monthly safety meetings.
- Migrate the company from a paper filing system to a well-organized digital filing system, including backup management.

Systems Analyst | *Bruce & Merrilees Electric Co.*

Systems Analyst | March 2013 - November 2017

Customer Relations Specialist | May 2010 - March 2013

VMWare | MSOffice / MSServer | SharePoint

- Establish standardized documentation practices and produce detailed network/system diagrams mapping corporate sites, server environments, and backup infrastructures.
- Perform receptionist tasks including greeting clients, routing inbound calls, sorting mail, and filing.
- Create and maintain user guides for software and hardware (including mobile devices), simplifying complex topics into clear how-tos, step-by-step troubleshooting, and best practices.

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📞 (Email for phone number)

📍 Ohio

🌐 www.elizabethwfranklin.com

🐙 github.com/redliz5808

APPLICATION SKILLS

ADMINISTRATIVE

Google Workspace, MSOffice Suite (including Outlook & Access), Dropbox, Evernote, Canva

COMMUNICATIONS

MS Teams, Zoom, Google Meet, Slack, Verizon OneTalk

TASK MANAGEMENT

Asana, Notion, Trello, Monday.com

CUSTOMER RELATIONSHIP MANGEMENT

Hubspot, Salesforce

ACCOUNTING

QuickBooks, WaveApps, Bill.com,

TECHNICAL SKILLS

METHODOLOGIES

Agile/Scrum, Object-Oriented Programming (OOP), Responsive Web Design, Web Content Accessibility Guidelines (WCAG)

DOCUMENTATION

Writing, Structure, Revising, Proofreading, Diagrams, MS Office Suite

SOFT SKILLS

TEAM/CLIENT-FOCUSED

Communication (written & verbal), leadership, empathy, conflict resolution, cultural intelligence

PROJECT-FOCUSED

Critical observation, analysis, adaptability, problem-solving, organization, detail-oriented

For a more comprehensive list, view my Indeed profile:

