

Rebecca Pavelka

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Software Engineer in St. Louis, MO

Motivated professional looking to leverage my analytical and developer skills by changing careers to a more data and development-centric position.

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GITHUB <http://github/RPavelka6> | **LINKEDIN** [RebeccaPavelkaSTL](#)

EDUCATION

LaunchCode, LC101 Programming Course — 2020

Project

- TechJobs - Using Java, MySQL, JavaScript, HTML and Spring Boot built a system to capture and store jobs that can be retrieved by employer or skill
<https://github.com/rpavelka6/java-web-dev-techjobs-persistent>

West Chester University — 1983

Bachelor of Science Computer Science Information Systems

WORK EXPERIENCE

Administrative Manager — Seniors Home Care, St. Louis, MO

June 2006 - Present

- Manager with 13 plus years' experience managing all facets of \$3 million dollar privately owned Home Care Company
- Researched, proposed, and implemented VOIP phone system
- Researched, proposed, and implemented move from in house payroll to utilization of payroll company
- Built HR department as company grew by adding necessary policies and procedures such as Benefits including ACA tracking, PTO tracking using Excel
- Utilizing Excel and QuickBooks generate relevant insights from business's data and apply it to future plans and operations
- Financial governance and management of daily, monthly, and yearly operations
- Manage all facets of accounting cycle using QuickBooks and Excel
- Collaborate with CEO/Owner and CFO on multiple projects
- Responsible for calculating and submitting bi-weekly payroll for 130+ employees
- Provide "raving fans" customer service to clients and employees
- Implement and maintain all software

Owner — RSP Enterprises LLC, St. Louis, MO

May 2005 - Present

- Provided financial services for small businesses
- Services included chart of accounts, A/R, A/P, Payroll, Payroll taxes, financial reporting and HR functions
- Provide photography services to families, individuals, marching bands and color guards

SKILLS

PROGRAMMING LANGUAGES

- Java
- C
- COBOL
- Fortran
- TypeScript
- JavaScript
- HTML5/CSS3
- Basic
- UNIX Shell
- Pascal
- JCL

FRAMEWORKS

- Angular
- Spring Boot

OPERATING SYSTEMS

- UNIX
- Windows
- MS DOS
- MVS
- STS
- Linux

DATABASES

- MySQL
- Informix SQL

TOOLS

- Git
- Git Hub
- Visual Studio
- IntelliJ
- Excel
- Word
- QuickBooks
- TSO

Trainer, Contract Programmer — System Service Enterprises, St. Louis, MO

June 1989 - March 1994

- Created and delivered operational training for professionals (Word, Excel)
- Contract programmer services for several businesses

Systems Analyst — AT&T / Southwestern Bell, St. Louis, MO

June 1983 - June 1989

- Responsible for analyzing, designing, developing, deploying and supporting applications using UNIX, C, and SQL
- Supported COBOL and Fortran programs already being used in the field
- Developed system and user documentation
- Conducted performance reviews
- Provided ongoing support for all application programs

HARDWARE

- Britton Lee IDM
- AT&T 3B2 Super Micro
- AT&T 3B20
- AT&T 7300 PC
- AT&T 3B5 Mini
- Pyramid Super Mini
- IBM-370 Mainframe
- Amdahl Mainframe

RELATED COMMUNITY SERVICE

VOLUNTEER STAFF PHOTOGRAPHER — Missouri Botanical Garden, St. Louis, MO

TEAM MEMBER — JOY FM, St. Louis, MO

PHOTOGRAPHER — Sunday Night Lights, St. Louis, MO

MENTOR — UMSL Women's Hackathon, St. Louis, MO

TREASURER — Lindbergh High School Bandstanders, St. Louis, MO

TREASURER — North Glendale PTO, St. Louis, MO

- Developed and implemented credit card system providing an avenue for payment at school activities
- Researched and implemented 'Not For Profit' 501(c)3 status for the organization per Federal and Missouri tax codes

