



Contact

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Email

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LinkedIn

<https://www.linkedin.com/in/sara-fuller>

GitHub

<https://github.com/sarafuller2018>

Portfolio

<https://sara-fuller-full-stack-portfolio.netlify.app/>

Location

Houston, Texas

Education

Full Stack Coding Certificate

Rice University Glasscock School of Continuing Studies

Bachelor of Science in Health - School Health Education

Texas A&M University

Technical Expertise

- Wireframes
- HTML
- CSS
- Bootstrap
- JavaScript
- jQuery
- Node.js
- Express.js
- REST APIs
- SQL
- MongoDB
- PWA
- React
- Apollo GraphQL
- GitHub
- CLI
- MERN Stack
- MVC
- Programming
- Agile Software Development
- OOP
- ORM
- UI Design
- LMS
- Data Organization
- Git BASH
- Web Design
- Responsive Web Design
- JSON Web Tokens

Skills

- Leadership
- Presenting
- Communication
- Detail-Oriented
- EQ
- Problem-Solving

Sara Fuller

Office Coordinator and Full Stack Developer

I am a results-driven professional with a background in education and recent training in full stack development through the Rice University Full Stack Coding Boot Camp. With six years of experience as an educator and office coordinator, I have developed strong problem-solving, analytical, and communication skills. I am eager to transition into a career in software development, where I can apply my technical expertise and passion for coding to drive innovative solutions and collaborate effectively within dynamic teams.

Coding Boot Camp Experience

I have successfully constructed and/or refactored 20 user-friendly and functional websites and applications, demonstrating proficiency in various development environments, including browser-based and command-line interfaces. My repertoire includes hands-on experience in building projects from inception to execution, adeptness in code refactoring, meticulous debugging, and effective data persistence strategies. I maintained an A+ in this program and acted as the project-lead for group projects. For a comprehensive overview of my work samples, please refer to my GitHub profile.

Professional Experience

May 2023 - Present

Opportune LLP, Houston, Texas

Office Coordinator

- Assist with tasks such as cost analyses to ensure proper budget allocation for necessary office items
- Coordinate and communicate with vendors to allow for timely repairs, maintenance, and deliveries
- Maintain detailed and updated contact records in Salesforce to streamline mail outs, email campaigns, or day to day communication
- Oversee office supplies and inventory management, optimizing procurement processes to minimize costs while maintaining adequate stock levels

August 2021 - May 2023

Katy ISD, Katy, Texas

Educator and Curriculum Developer

- Served as Biology Team Lead encouraging productivity, communication, and collaboration by managing projects, communicating agendas, delegating tasks, and providing support to team members
- Led professional development sessions for colleagues providing solutions to common obstacles in lesson creation
- Meticulously designed an online classroom using Canvas LMS organizing course material in way that is visually appealing and easy to understand for high quality online learning experiences
- Used data-driven instruction to evaluate and modify content when needed to maximize learning outcomes

August 2018 - June 2021

Cleburne ISD, Cleburne, Texas

Educator and Curriculum Developer

- Developed curriculum for all of high school biology in Cleburne ISD
- Consulted on the Site-Based Decision Committee bringing forward solutions to improve upon issues faced by the school
- Led in the Cleburne ISD district-wide improvement initiative by conducting professional development workshops for colleagues with the goal of improving staff culture throughout the district
- Mentored incoming teachers providing guidance on school policies and procedures