Sara Fuller
Office Coordinator and Full Stack Student

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 five years of experience as an educator, 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.

Contact

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LinkedIn
https://www.linkedin.com/in/sara-fuller

GitHub
https://github.com/sarafuller2018

Location
Houston, Texas

Education

Full Stack Coding Certificate
(in progress)
Rice University Glasscock School of Continuing Studies

Bachelor of Science in Health - School Health Education
Texas A&M University

Expertise

- Wireframes
- HTML
- CSS
- Bootstrap
- JavaScript
- Node.js
- Express.js
- SQL
- Git
- GitHub
- CLI
- Git BASH
- Web Design
- Programming
- Agile Software Development
- OOP
- ORM
- UI Design
- LMS
- Data Organization
- Leadership
- Communication
- Presenting
- Collaboration

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

Coding Boot Camp Experience

Throughout the program, I have successfully constructed 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. Committed to adhering to UI best practices, I strive to deliver seamless user experiences in every project undertaken. For a comprehensive overview of my work examples, please refer to my GitHub profile.