SarahMay Harel

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EXPERIENCE

Workman Publishing, New York, NY   (various roles) *April 2017–present*
Assistant Director, Website Operations and eCommerce
- ♦ Administrate 20+ websites on a mixture of WordPress, Craft, & static pages hosted in AWS S3
- ♦ Project manage infrastructure re-architecture, as well as relaunches for author & brand websites
- ♦ Operate as technical lead for front-end eCommerce development, using HTML, CSS, JavaScript and Shopify's Ruby-based template language, Liquid
- ♦ Report on web, newsletter, & marketing analytics

Algonquin Young Readers & Tor Teen/Starscape, New York, NY   *April 2017–present*
Freelance Manuscript Reader
- ♦ Read, summarize, and critique manuscript submissions for young adult and middle grade books, typically with a focus on science fiction and fantasy
- ♦ Write reader's reports of approximately two pages in length

Epstein Engineering, New York, NY   *July 2015–May 2017*
Principal Draftsperson
- ♦ Developed technical drawings of residential and commercial buildings using AutoCAD
- ♦ Filed plans and reports with city government agencies

Administrative Assistant   *September 2014–July 2015*

SKILLS

Website Development	Google Analytics
HTML/CSS and JavaScript	Google Suite
Shopify / Liquid / Ruby	Microsoft Office Suite
WordPress	Adobe Photoshop
Craft CMS	Canva
MailChimp	AutoCAD

EDUCATION & CERTIFICATIONS

General Assembly, New York, NY
- ♦ JavaScript Certification
- ♦ Introduction to Coding Certification
- ♦ Google Analytics Bootcamp

Columbia Publishing Course, New York, NY   *Summer 2017*
- ♦ Six-week intensive course on all aspects of book, magazine, and digital media publishing

Hampshire College, Amherst, MA   *Class of 2014*
Bachelor of arts in cognitive science
- ♦ Recipient of Earl Ubell Science Information Award
- ♦ Invited by the dean to present senior thesis at the School of Cognitive Science