ALEKSANDRA SABOV

SOFTWARE ENGINEER/ WEB DEVELOPER

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[LinkedIn](#) | [GitHub](#) | [Portfolio](#)

Software engineer driven by challenges in a dynamic and stimulating technology environment. Background in mathematics and 9 years of experience as a payroll specialist have shaped strong abilities in communication, logical skills, and multitasking. A frequent go-to person for compiling business-related reports and software manuals influenced creative and structural approach to every project.

SKILLS:

JavaScript, HTML, CSS, Django, React, Node.js, Express, Python, Git, MongoDB, SQL, Heroku, front-end and back-end service. Bilingual in English and Russian.

PROJECTS:

Sight-Word-Pro: [Github](#) | [Deployed App/Site](#)
Program that serves as an educational game for kindergarten students to help learn sight words and typing. Languages used: HTML, CSS, Javascript.

WeGame: [Github](#) | [Deployed App/Site](#)
An interactive library of games that allows users to not only learn new games, but also leave reviews and upload new games. Users can sort the library by category: kids, adults, outdoor, indoor. Full CRUD app with Google login feature. Built with Express framework using embedded JavaScript (EJS) templates.

Budget-Tallie: [Github](#) | [Deployed App/Site](#)
App allowing to track budget spendings. Users can customize, create, and delete expense categories. Built with Express in backend, React in frontend, and MongoDB for database. RESTful CRUD with token-based authentication.

EXPERIENCE:

ABLE HOME CARE LLC, BOSTON, MA (REMOTE) 02/2009 – PRESENT.

- **Payroll Specialist and Benefits Administrator** (2014-Present): Processed weekly payroll for over 100 employees using iSolved and ensured accuracy of all timesheets, overtime, and deductions. Decreased payroll processing time by 30% with implementation of sorting techniques in excel and re-organization of tasks with another payroll specialist. Compiled business reports on a weekly basis and delivered in a timely manner.
- **Schedule Coordinator** (2010-2014): Coordinated schedules for two offices covering over 10 locations and made sure all patients are seen according to their frequencies. Contacted nurses for late paperwork daily to ensure visits get billed on time.
- **Administrative Assistant** (2009-2010): Triaged phone calls in Russian and English and helped with translation when needed. Maintained filling for over 300 patients. Organized open enrollment for a new plan year of health and dental coverage by composing and distributing memo to all employees, collecting enrollment paperwork and entering it into the system making sure it meets enrollment deadline. Greeted and assisted visitors in a professional manner.

MANGO INC, BOSTON, MA 06/2008 – 02/2009.

- **Retail Sales Representative:** Efficiently maintained inventory and sales quota on a monthly basis. Achieved and consistently exceeded sales goals by utilizing effective selling techniques and product knowledge. Resolved customer service issues and responded to customer inquiries promptly and effectively. Actively participated in training new sales staff to ensure professional level of customer service, product knowledge, and store cleanliness.

EDUCATION:

General Assembly, Remote; , *Software Engineering Immersive Bootcamp*, 03/2022-09/2022
Baruch College, New York, NY; *Bachelor of Arts in Mathematics,* 09/2014-05/2016
Bunker Hill Community College*,* Boston, MA; *Associate in Arts/Science in Business Administration*, 09/2008-05/2013
Immanuel Kant Baltic Federal University*,* Kaliningrad, Russia*; Bachelor in Mathematics*, 09/2002-05/2006