

Passionate learner excited to bring experience building support systems for internal and external customers to a technical role and grow as a member of a collaborative engineering team.

PROJECTS:

Looking Back

- Full-stack social media app for memorializing and connecting over lost loved ones. Registered users can create and contribute to public tribute pages.
- *React, Redux, Express, MongoDB, Passport/JWT, Parallax, Bootstrap, Cloudinary API, Heroku*

Job Space

- Full-stack app designed for individuals on the job market allows users to track in-process job applications and related events, filtered and organized by stage in the hiring process from applied to hired.
- *MySQL, Express, Bootstrap, jQuery UI*

Fridge Forager

- Recipe search engine allows users to filter recipes by dietary specifications and ingredient preferences.
- *Materialize, Firebase, Yummly APIs*

EXPERIENCE:

Financial Coordinator

07/2017 – Present

Kellogg School of Management – Northwestern University

- Managed dozens of departmental accounts totaling over \$1 million while improving the accuracy, documentation, and processing time of financial transactions.
- Automated monthly reporting of research/discretionary funds to faculty and PhDs.
- Developed best practices for departmental hiring and tracking of research/teaching assistants, graders, contractors, and work-studies.

Accounts Payable/Contract Administrator

05/2016 – 07/2017

Hanna Design Group

- Maintained detailed accounting records for construction and architectural projects in several states to ensure prompt payments to outside contractors and vendors.
- Ensured legal and regulatory compliance on contractual agreements with outside vendors in regard to insurance, licensing, taxes, and contract stipulations.
- Documented administration and accounting procedures for future employees and conducted one-on-one training with new contract administrator.

EDUCATION:

Northwestern Coding Bootcamp

03/2018 – 09/2018

- Collaborated with classmates to develop and deploy original full-stack web applications.
- Led implementation of Git workflow best practices, reducing conflicts and aiding in the creation of clean, well-documented codebases.

William Rainey Harper College

08/2015 – 08/2016

- Post-bachelor's courses in Accounting, Economics, & Mathematics.

Northeastern Illinois University

08/2006 – 05/2010

- Bachelor of Special Education with Cum Laude honors.
- Demonstrated effective pedagogical approaches to fostering educational, emotional, and interpersonal development in students with special needs.