

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

---

## EXPERIENCE:

### **Payroll/Accounting Administrator** (Jan 2021 – Present)

*Northwestern University – Feinberg School of Medicine – Chicago, IL*

- Updating faculty and staff project efforts in the payroll system and submitting journal entries for retroactive payroll adjustments.
- Enforcing university and federal spending policies when approving and submitting financial transactions that use professional development accounts and grant awarded funds.

### **Temp New Business Tech** (Oct 2020 – Jan 2021)

*Guarantee Trust Life Insurance – Glenview, IL*

- Reviewed hospital insurance policy applications and communicated with agents and policy underwriters to eliminate application discrepancies and ensure state compliance.

### **Temp Financial Administrator** (Mar 2020 – Oct 2020)

*Northwestern University – Feinberg School of Medicine – Chicago, IL*

- Set up and tracked subcontracts on research projects to ensure subcontractors were paid on time from the grant funded projects they contributed to.
- Sent out an average of 20 purchase orders per week to provide supplies for various research projects and labs.

### **Web Developer Apprentice** (May 2019 – October 2019)

*Accenture Interactive – Chicago, IL*

- Worked closely with a cross-functional team to deliver our client an application that integrates with the Spotify API and aggregates user reviews of artist performances.
- Facilitated meetings with designers and mobile developers to define product features and data requirements in order to build a GraphQL backend API layer for consumption by our client's React SPA and Android application.
- Presented to the web studio on the benefits of utilizing web components and tools like Stencil.js on client projects as part of a series of monthly tech talks.

### **Volunteer Web Developer** (Jan 2019 – May 2019)

*The Difference Engine – Chicago, IL*

- Collaborating in an agile environment of full-stack developers to build a custom CMS for a local non-profit with a Django-based RESTful API backend and a single-page frontend in React.
- Leveraged containerization (through Docker and Heroku) to create a consistent environment across development and deployment.
- Implemented agile and git workflow best practices, reviewing code for functionality and participating in team-led solutions.

### **Financial Coordinator** (Jul 2017 – May 2019)

*Northwestern University – Kellogg School of Management – Evanston, IL*

- Managed dozens of accounts totaling over \$1 million while improving the accuracy, documentation, and turn-around on all financial processes in the academic marketing department.
- Automated monthly reporting of operations and research accounts to improve transparency between faculty and the financial team.

---

## EDUCATION:

### **Northwestern Data Science Bootcamp** (Feb 2020 – Present)

- Python, VBA Scripting, NumPy, Pandas, Matplotlib, Data Visualization, Tableau, Apache Hadoop

### **Northwestern Coding Bootcamp** (Mar 2018 – Sep 2018)

- HTML, CSS, JavaScript, Responsive web design, Bootstrap, Firebase, MySQL, MongoDB, React

### **Northeastern Illinois University** (Aug 2006 – May 2010)

- B.A. in Special Education