

EXPERIENCE: **Temp Financial Administrator** (Mar 2020 – Present)

Northwestern University – Feinberg School of Medicine – Chicago, IL

- Setting up and managing subcontracts on research projects, and ensuring subcontractors are paid on time from the grant funded projects they contribute to.
- Approving, tracking and reconciling payments of research subject participants.
- Ordering lab supplies through internal systems and via purchase orders.

Dogwalker (Jan 2020 – Mar 2020)

Chicago Dog Walkers – Chicago, IL

- Communicating with clients to schedule and facilitate walks as their designated walker.
- Ensuring the safety and well-being of dogs and the security of client households.

Web Developer Apprentice (May 2019 – Oct 2019)

Accenture Interactive – Chicago, IL

- Provided technical recommendations and development on client projects as part of a cross-functional consulting team.
- Facilitated meetings with designers and mobile developers to define data requirements.
- Presented on emerging web technologies as part of a monthly series of tech talks.

Volunteer Web Developer Apprentice (Jan 2019 – May 2019)

The Difference Engine – Chicago, IL

- Collaborated with a team of developers in an agile environment to build a custom CMS for a local non-profit.
- Utilized modern workflow best practices, reviewing code for quality and completeness, and participating in team-led solutions.

Financial Coordinator (July 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.
- Developed and documented hiring best practices for part-time roles.

Accounts Payable/Contract Administrator (May 2016 – July 2017)

Hanna Design Group – Schaumburg, IL

- Maintained accounting records on architectural and construction projects across the country.
- Utilized project accounting software to ensure accurate and timely payment of project and office expenses.
- Safeguarded legal and regulatory compliance on contractual terms with outside vendors.

EDUCATION: **Northwestern Coding Bootcamp**

(March 2018 – Sep 2018)

- Collaborated with classmates to develop and deploy original MERN stack web applications.

Northeastern Illinois University – B.A. in Special Education

(Aug 2006 – May 2010)

- Demonstrated effective pedagogical approaches to fostering educational, emotional, and interpersonal development in students with special needs.