Sharon Romero

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Albuquerque, NM

SUMMARY

Highly organized full-stack web developer seeking employment that will allow me to produce high-quality web projects while utilizing my 11+ years of experience working on teams and my 2.5 month fully-immersed web development experience.

WEB DEVELOPMENT SKILLS

- **HTML, CSS, JavaScript, Angular & Node, mySQL, PHP, jQuery, GitHub, PHPStorm, version control**

RECENT EXPERIENCE

Full-Stack Web Development Bootcamp
CNM Ingenuity, Deep Dive Coding (September 2018 - December2018)

- Created a data-design project with PHP and mySQL that included a persona, user story, use case/interaction flow, Entity Relationship Diagram, and conceptual model
- Created a one-page static website utilizing MockFlow wireframes, HTML5, CSS3, Bootstrap 4, and jQuery/JavaScript, and that included a secure contact form with PHP, jQuery, Swiftmailer, and Google reCAPTCHA
- Worked on a four-member team that created a capstone project website with HTML5, CSS3, Bootstrap 4, JavaScript, PHP, mySQL and that was presented at the Deep Dive Coding Bootcamp Demo Day

Training Coordinator/Manager
Polar Electro Inc., Albuquerque, NM (May 2007 - September 2018)

- Created, renewed, and updated customers' website licenses through website admin tool
- Created and updated material for various company websites, trainings, and marketing
- Worked closely with colleagues in New York and Finland offices in designing and implementing company-wide processes and procedures for website licenses, trainings, and customer support service center
- Proficiently managed a group of 20+ trainers and scheduled, organized, and tracked 100+ trainings and workshops provided throughout the United States
- Processed and reviewed contractor contracts, expense reports, and contractor fees

Administrative Assistant
Excel Staffing Companies, Albuquerque, NM (January 2006 - May 2007)

- Reviewed company contracts for items such as contract agreement conditions and upcoming deadlines
- Distributed contracts to various Presbyterian Healthcare Services' departments and maintained contract files

- Updated member information in 1,000+ member database
- Created various documents in computer programs including but not limited to Excel and Microsoft Word
- Checked employee timesheets and entered them into QuickBooks

Operations Coordinator *(Feb. 2002 - Jan. 2006),* **Admin Assistant** *(Aug. 1999 - Feb. 2002)*
YWCA Middle Rio Grande, Albuquerque, NM

- Tracked program budgets
- Updated the program website
- Created and updated inventory database in Microsoft Access
- Processed reports for the State of New Mexico and City of Albuquerque
- Created the monthly program newsletter in Microsoft Publisher, created and presented parenting workshops, and created and compiled workshop materials

EDUCATION

- **M.A., Recreation -** *The University of New Mexico (1999)*
- **B.A., Journalism and Mass Communication -** *The University of New Mexico (1997)*