

Sara Horowitz

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EXPERIENCE

THE SECOND SHIFT | WEB DEVELOPER/ PRODUCT MANAGER

April 2016 – Present | New York, NY

- Contribute to the design and development of Ruby on Rails website - www.thesecondshift.com
- Work with senior engineer to prioritize tasks, migrate/update technologies and develop best practices
- Pair with senior engineer to write RSPEC tests, design custom Active Admin filters, and to address any bugs or new feature requests from business development team

THE SECOND SHIFT | OPERATIONS DIRECTOR

February 2015 – January 2016 | New York, NY

- Recruited to assist founders with analyzing data, standardizing processes and expanding influence amongst women re-entering the workforce in search of flexible opportunities
- Established three-pronged vetting strategy, designed membership standards and oversaw all reference checks
- Worked with web developers to improve overall site function and efficiency for administrators and users, using Pivotal Tracker to document and prioritize features, bugs and chores

PERFECTLY FRANK, INC. | OPERATIONS MANAGER

March 2013 – February 2015 | New York, NY (Remote)

- Coordinated with new and existing clients to analyze strengths and weaknesses of restaurants, bars, hotels, spas, and/or fitness studios in New York, Miami and Los Angeles, and designed industry-specific reports to ensure results would help companies gain competitive advantage
- Oversaw all job applications and selected shoppers and freelance editors based upon submitted writing samples and previous work history
- Designed 60-minute new shopper training presentations on how to conduct client visits, and created 24-page editor manual and supplemental materials to establish standardized processes and procedures for freelance editors

CITRIX SYSTEMS, INC. | ASSOCIATE TECHNICAL WRITER/ INFORMATION DEVELOPER

July 2012 – March 2013 | Fort Lauderdale, FL

- Performed usability testing and identified methods to improve documentation to accurately reflect user experience for Desktop & Cloud Division products
- Interviewed subject matter experts and collaborated with senior team members to develop plan for documenting the user experience
- Conducted testing for enterprise software products to create and edit instructional documentation for award-winning Citrix E-Docs

NEW YORK UNIVERSITY, STERN SCHOOL OF BUSINESS | ASSISTANT RECRUITING COORDINATOR & ADMINISTRATIVE AIDE, DEPARTMENT OF FINANCE

November 2010 – March 2012 | New York, NY

- Wrote descriptions of finance departmental affairs and designed marketing materials utilizing InDesign for NYU website
- Conducted extensive research copyediting and interpreted content for 10 professors each semester
- Organized annual junior faculty recruitment process by managing the online application site and assisting the Recruiting Chair in review of 200 applications

SKILLS

WEB DEVELOPMENT

JavaScript • React.js • Node.js
Express.js • PostgreSQL • D3.js
jQuery • AJAX • Ruby • Rails
CSS3 • HTML5 • SQL • Git
Bash/Terminal • RSPEC • Jasmine
Heroku • DigitalOcean

EDUCATION

METIS | DATA VISUALIZATION WITH D3.JS

June 2016 – Present | New York, NY
36-hour course for using D3 to manipulate data and make interactive charts and documents

GENERAL ASSEMBLY | WEB DEVELOPMENT IMMERSIVE

January 2016 – April 2016 |
New York, NY

- **Images of The Times** - A Node-Express-PostgreSQL-React application that allows a guest user to view the top New York Times images of the day, and a registered user to play a caption-to-photo matching game using current images and their corresponding captions from a specific New York Times section
- **Git Garden** - A Node-Express-PostgreSQL-React application for a visual representation of activity on a registered user's favorite Github repositories. D3.js used for detailed view of repository data
- **Train Traffic** - A RESTful CRUD application for crowd-sourced NYC subway monitoring
- **Dynamite** - An in-browser, two-player, interactive jQuery guessing game

NEW YORK UNIVERSITY | GALLATIN SCHOOL FOR INDIVIDUALIZED STUDY

September 2006 - May 2010 |
New York, NY

BA in Individualized Study: The Role of the Poetic
Minor in Creative Writing