

# STACIE FRASER

## CONTACT ME

PHONE: (925) 963-5539

E-MAIL: [staciemfraser@gmail.com](mailto:staciemfraser@gmail.com)

WEBSITE: [staciemfraser.com](http://staciemfraser.com)

GITHUB: [github.com/stacief510](https://github.com/stacief510)

CURRENT CITY: Danville, CA

## SKILLS

**Languages:** HTML5, CSS3, JavaScript, Ruby, Ajax

**Platforms & Frameworks:** Node.js, Express, Rails

**Databases:** MongoDB, Mongoose.js, NoSQL, SQL, PostgreSQL,

**Tools:** Sublime, Atom, Bootstrap, Git/GitHub, JQuery, React

**Misc:** InDesign, Illustrator, Microsoft Suite

## EDUCATION

### **GENERAL ASSEMBLY**

Web Development Immersive  
Front End Web Development

### **ARIZONA STATE UNIVERSITY**

Bachelors of Arts, English Literature

## PROJECTS/INDUSTRY EXPERIENCE

### **GENERAL ASSEMBLY**

- API for Places Traveled: A MEN stack personal API website that tracks European vacations.  
[fierce-taiga-62157.herokuapp.com](https://fierce-taiga-62157.herokuapp.com)
- Photography Website: Created the front-end design and landing pages for Jeff Wyma photography, using HTML, CSS, and JQuery.  
[jeffwymaphotography.bitballoon.com](https://jeffwymaphotography.bitballoon.com)
- Ice Cream Sandwich Store platform: A MEN stack platform for Ice Cream Sandwich Shop employees to use to keep track of ice cream sandwich orders.  
[morning-retreat-19637.herokuapp.com](https://morning-retreat-19637.herokuapp.com)
- Vagabond: A website app for users to share tips about their favorite cities around the world. Created with Auth, Ruby on Rails and pair programming. My responsibilities included the CRUD functions, creation of accurate links, and the styling.  
[secret-thicket-48628.herokuapp.com](https://secret-thicket-48628.herokuapp.com)

## WORK EXPERIENCE

### **ROCKWOOD CAPITAL**

**November 2012 – March 2018**

EXECUTIVE ASSISTANT | PAST POSITIONS: ADMINISTRATIVE ASSISTANT, RECEPTIONIST

- Created, edited, and published Quarterly Investment Reports using InDesign.
- Data management in Excel with the use of macros, and print to PDF format.
- Assisted the Portfolio Analytics team by keeping minutes for meetings, circulating approval memos, and tracking and filing said memos.
- Updated, prepared, and organized agendas, presentation materials, and created maps for investment summaries regarding comparisons for specific real estate areas.
- Co-chair of the Events Planning Committee: researched, staged, launched, and hosted all events for the San Francisco location.

### **KAWEAH CONTAINER**

**August 2011 – November 2012**

OFFICE ADMINISTRATOR/ CUSTOMER SERVICE

- Used Adobe Illustrator to ensure all print and ink colors on finalized products were accurate and matched the artwork.
- Managed the communication between sales and clients regarding purchase orders.
- Organized detailed data from clients and configured prices for customer orders.
- Led the company to it's first year of being certified to manufacture boxes for food products by keeping up to date paperwork, and maintaining factory cleanliness and safety standards.

### **THE LIMITED,**

**MAY 2011 – AUGUST 2011**

SALES ASSOCIATE

### **SPARKYS STADIUM SHOP**

**AUGUST 2007- MAY 2011**

SALES ASSOCIATE/ CUSTOMER SERVICE