



# Courtney Struelens

## Systems Coordinator



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Issaquah / WA



[LinkedIn](#)



[GitHub](#)



[Website](#)

## SKILLS

### Frontend:

JavaScript, CSS, HTML5, jQuery, Bootstrap

### Backend:

Node

### Other

Git and Git Workflow

3<sup>rd</sup> Party APIs

Front-end Frameworks

Responsive Design | Mobile First

Excel and Photoshop

## EDUCATION

### Full Stack Web Development Bootcamp

University of Washington

Graduation 08/2022

### Transfer Degree in General Science

Bellevue College

Currently in Year Two

## PROJECTS

### [StarParty](#)

*Role: JavaScript and APIs*

An ideal weather app for stargazers

Tools: JavaScript, HTML, CSS, Bulma, 3<sup>rd</sup> Party APIs

### [Workday Scheduler](#)

*Solo Project*

Time scheduler using APIs

Tools: JavaScript, jQuery, Moment, Bootstrap

### [Code Quiz](#)

*Solo Project*

Dynamic web quiz powered by JavaScript

Tools: JavaScript, CSS, HTML

## EXPERIENCE

### Systems Coordinator

*The Finest Accessories, Inc. | North Bend, WA | October 2018 - Present*

The Finest Accessories, Inc. is a fashion company whose goal is to inspire beauty and confidence. Promoted to Systems Coordinator to help manage, maintain, and implement the fast-growing need for technical solutions.

- Manage, maintain, and implement various company systems
  - For example: Shopify, BrightPearl, and SPS Commerce
- Onboard new employees by setting up and training on various systems
- Research and design efficient technical business solutions
  - For example: Backbone and SharePoint
- Resolve technical issues
- Document and refine policies and procedures

### Store Administrator

*Weldon Barber | Redmond, WA | February 2018 – November 2018*

### Awarded Employee of the Month | April 2018

Weldon Barber is a luxury men's hair salon. Role was to maintain the store's schedule, stock, and functionality.

- Maintaining a detail record of money flow
- Managed and maintained stock of product inventory
- Managing phone calls and email correspondence
- Arranging and maintaining appointment schedules
- Handling client complaints