

SUZANN KOWALSKI

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GitHub: <https://github.com/suzannaudra> |

Portfolio: <https://suzannaudra.github.io/ProfessionalPortfolio/>

SUMMARY

Certificate in Full Stack Web Development with a background in office management, logistics, account management, and all aspects of office administration. Used knowledge of CSS to creatively design websites and programs that are appealing and eye-catching to users. B.A. in Mass Communications; strong communication skills that allow projects and tasks to be completed with ease and work through any difficulties with productive discussion.

TECHNICAL SKILLS

Applications: HTML, CSS, JavaScript, JQuery, React.js, API, Bootstrap, MERN (MongoDB, Express.js, React, Node.js) stack

PROJECTS

Correlation VS Causation

<https://github.com/suzannaudra/CVSC> | <https://gentle-beach-66776.herokuapp.com/>

- A fun site where you can vote whether the events are a correlation or a causation
- This project uses HTML, CSS, Javascript, Handlebars, SQL, jQuery

Voyage

<https://github.com/suzannaudra/Voyage> | <https://suzannaudra.github.io/Voyage/>

- This is an application to help undecided travelers decide where they would like to vacation.
- Responsible for front-end code to the survey that helps determine the destinations. Assisted with the front-end styling for the cards.
- This project uses HTML, CSS, Bootstrap, Javascript, and jQuery.

EXPERIENCE

Legal Support Office Technician

Department of Justice - Office of the Attorney General

Responsible for supporting and assisting Deputy Attorneys, and Legal Specialist with a multitude of needs on a daily basis

May 2021- Present

San Francisco, CA

Office Manager and Billing Specialist

Frank H. Lucido, M.D. - Family Practice

Responsible for overseeing/ organizing daily operations and prioritizing key communications and tasks for the Doctor.

August 2012- May 2021

Berkeley, CA

Key Accomplishments:

- Created, produced, edited, and recorded a podcast with the doctor to distribute on social media.
- Creatively designed informational handouts that successfully conveyed important information to patients, the doctor distributed the handouts to every patient.

EDUCATION

Full-Stack Development Certificate, University of California, Berkeley, CA 2020

Bachelor of Arts in Mass Communications: Franklin Pierce University, Rindge, NH