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Introduction	I am a technology enthusiast looking for a career in higher education where I can leverage my project management skills, technical experience, and exposure to programming. I have excellent communication skills, work well with a wide range of people, and have a knack for bringing people together!
Skills	<i>Languages:</i> Ruby, HTML & CSS, Javascript <i>CMSs:</i> OmniUpdate, CHSSWeb (proprietary CMS), WordPress <i>Technologies:</i> GitHub, Git, Rails, Sinatra, Rspec, Minitest, SQLite, PostgreSQL <i>Tools:</i> Trello, WaffleIO, Photoshop, Illustrator, TDD, Pair Programming
Education	Turing School of Software and Design Denver, CO <i>Web Application Development with Ruby, Rails and JavaScript, Modules 1 & 2, 2015</i> Focus on standard web development methodologies building web applications from scratch, including project conceptualization, mapping business and functional requirements, back-end database architecture, shaping front-end user-experience with HTML/CSS and JavaScript, and developing online commerce platforms. George Washington University, Elliott School of International Affairs DC <i>BA, Asian Studies, Chinese Languages and Literature Minor, 2005</i> <i>Graduate coursework, Political Science & Asian Studies, 2007</i>
Employment	Office Manager, University of Denver, Writing Program Denver CO, 2014 Managed and updated all aspects of department website including the look-and-feel with HTML/CSS and digital assets using OmniUpdate; coordinated conferences and events; managed payroll and overall department budget; maintained confidential personnel records; ordered supplies and service requests; fielded student and faculty inquiries. Administrative Assistant, GMU, Office of the Provost Fairfax VA, 2012 Managed special projects including coordinating the annual Vision Series lectures and website; updated and maintained portions of the Office of the Provost website using both WordPress and a GMU-developed proprietary CMS; arranged internal office team-building events; provided a broad range of office-wide administrative support including scheduling meetings, and human resources and financial operations support. Events and Communications Assistant, GWU, Sigur Center DC, 2011 Assisted with Sigur Center program planning, administration and logistics including arranging speakers and managing communications; administered and updated website with Dreamweaver as well as maintained listserv and database of constituent emails; drafted weekly newsletter emails detailing upcoming events; updated blog <i>Asia on E Street</i> and social media outlets such as Facebook and Twitter.
Volunteer	Ruby for Good, Co-Organizer DC, 2015 Assist in coordinating annual programmer conference, Ruby for Good , where developers get together for a summer weekend and code projects that help solve business needs for non-profits in our communities. This has entailed contacting non-profits and sussing out needs that programmers can help solve/automate; collecting functional requirements for possible projects; plot out goals, milestones, hours to completion, and number of people needed for each team; responding to emails, dispersing scholarship funds, and soliciting donations from the community. I also developed the Ruby for Good logo !
Factoids	<ul style="list-style-type: none">* Soon-to-be hobbyist shitake mushroom farmer* Chinese, intermediate listening/speaking, beginning reading/writing* Avid coffee roaster, aspiring zymurgist, ardent horticulturist!* Baker of beautiful things - see pictures of my many and sundry cake decorating projects on my blog at http://teresafinn.github.io/hobbies/