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Introduction	I am a technology enthusiast in the midst of switching careers from higher education administration to the technology field. I'm looking to leverage my technical experience and exposure to programming for a position that facilitates learning and takes advantage of my excellent communication skills!
Skills	<i>Languages:</i> Ruby, HTML & CSS, Javascript/JQuery <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, and front-end user-experience with HTML/CSS and JavaScript. 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>
Projects	The Dirty Cookie Ruby on Rails group project showcasing an online commerce platform for a local cookie delivery service. The app facilitates online ordering and allows restaurant administrators to process and complete orders. Features: authentication, authorization, session-based shopping cart, and checkout. My main focus on this project was implementing the shopping cart, testing with Rspec, Capybara, and FactoryGirl, , and taking a crack at the front-end with Bootstrap and JQuery. Contact me for login credentials to access the admin dashboard. Idea Box App First Ruby on Rails app built from scratch that allows an authenticated user to input ideas into an online platform, upload images, and categorize ideas. The project helped me learn the principles of version control, how to use Git, how to push to GitHub, the MVC design pattern, CRUD actions, RESTful routing, HTTP protocols, forms and route helpers, database modeling and relationships, flash messages, and test-driven development. To access the app, login with credentials: 'Sunshine'/'unicorn5'.
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; fielded student and faculty inquiries. Administrative Assistant, GMU, Office of the Provost Fairfax VA, 2012 Provided a broad range of office-wide administrative assistance including scheduling meetings, human resources and financial operations support, arranging travel, tracking and routing mail, preparing documents for internal distribution, and managing special projects. 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 website and maintained listserv and database of constituent emails; updated blog Asia on E Street 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

- * Avid coffee roaster, aspiring zymurgist, ardent horticulturist
- * Soon-to-be hobbyist shitake mushroom farmer
- * Chinese, intermediate listening/speaking, beginning reading/writing
- * Baker of beautiful things - see pictures on my [blog](#)!