

Web developer with strong organizational skills and an avid attention to detail, with a background in opera performance and teaching. Skilled in communication, efficiency, and time management. Possesses quick learning ability and strong sense of self-motivation.

Teresa.Loafman@gmail.com

(307)-399-1474

Colorado Springs, CO

SKILLS

- HTML & CSS
- Web Accessibility
- Responsive Web Design
- Git and Version Control
- Cross-browser testing and debugging
- Javascript and jQuery
- React
- Vue.js
- Bootstrap
- NPM
- Node.js

EDUCATION

2020	CareerFounder	Web Development Certificate
2013-2015	University of Maryland	M.M. Opera Performance
2009-2013	SUNY Purchase College	B.M. Opera Performance

JOB EXPERIENCE

ADMINISTRATIVE ASSISTANT

Sacred Heart University | Fairfield, CT | Sept 2018-June 2020

- Developed a new attendance system to accurately and efficiently track attendance for a choral program of over 200 students.
- Outcomes included improved attendance rates and higher student grades

VOICE AND PIANO INSTRUCTOR

Private | New York/Connecticut | May 2016-Sept 2020

- Developed individualized learning plans based on each student's attributes and interests.
- Encouraged critical thinking, patience, and a positive attitude as students improved, enjoyed their studies, and put on successful culminating performances.

EVENTS COORDINATOR

Renewal by Anderson | Stamford, CT | July 2016-Oct 2016

- Identified and selected events and opportunities to generate visibility for the company.
- Independently developed systems for event logistics and coordinated them with the sales team.

RECEPTIONIST

Salon O | Greenwich, CT | July 2015-May 2016

- Utilized strong time and task management, attention to detail and good communication skills to organize the schedule of a busy salon of around ten employees each day.
- Effective operation resulted in loyal clients and high staff satisfaction.