TANYA K. ENGELHART

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PROFESSIONAL EXPERIENCE

JLG Architects
Technology Development Specialist
Jun 2022 – present
- Full stack web development
- Troubleshooting, maintaining, and improving existing web application software
- Build out reliable and scalable user experiences using modern web libraries and technologies
- Work with IT staff to identify new features and elevate the user experience by improving legacy applications and internal processes
- Maintain SOPs, research related technologies, and assist with documentation

Waterfield Technologies
Solutions Developer
Oct 2021 – Jun 2022
- Primary owner of the client environment and technical deliverables
- Drive technical integration tasks to completion
  - Flex environment (TaskRouter, Studio Flows)
  - Implement custom plug-ins
  - Oversee addition of client assets
  - Utilize functions for any dynamic routing
- Communicates on and oversees system dependencies and assumptions for clients
- Assists with maintaining and organizing the technical solutions documents and tasks
- Collaborate with project coordinators on project plan creation and task assignment as well as updates
- Provide technical direction to team members for project intake documentation
- Refine assigned delivery project epics and tasks
- Maintain regular communication with all project stakeholders
- Final authority on the client's environment up to and through project hand-off

Industrial Contractors, Inc.
Branch Finance and Billing Administrator
Aug 2020 – Apr 2021
- Managed Accounts Receivable for all customers for two divisions.
- Administered Journal Entries at designated intervals
- Ensured accurate invoicing and payments to include rates, hours, equipment, and materials in order to ensure profitability.

Billing Specialist
Jul 2019 - Aug 2020
- Administered Accounts Receivable and reporting
- Verified Accounts Payable invoices and entries and approved for payment.
- Oversaw purchase orders and the PO process

Accounts Payable Manager
Jan 2012 - Jul 2019
- Managed Accounts Payable and conducted weekly check run process.
- Trained and mentored coworkers on PO and AP processes
- Chaired reunion committee, participated in website refresh and activity committees

Purchase Order Administrator
Mar 2007 - Jan 2012
- Refined and implemented a new Purchase Order process
- Certified correct pricing for purchases and that billable materials and equipment at our job sites were captured and billed for
- Published and distributed ICI Newsletter

Payroll Field Clerk
Aug 2004 - Mar 2007
- Completed accurate data entry of hours and equipment
- Created daily employee rosters to assist with managing on-site activities
- Organization and operation of the field office to include paperwork and communication with the home office

EDUCATION

Emerging Digital Academy
Full Stack Software Development
20 Week immersive coding bootcamp

North Dakota State University
B.S. Public Relations / Minor in Sociology

Bismarck State College
A.A.S. Human Services

SKILLS

ReactJS • Next.js • NodeJS • ExpressJS

HTML • CSS • Javascript • PostgreSQL

Jira • Confluence • MongoDB • Twilio

Heroku • Postico • Postman • Redux

Slack • Trello • Bootstrap • MaterialUI

Lucid Chart • Agile • Azure DevOps

TypeScript • Git • Github • ClickUp

VOLUNTEER EXPERIENCE

Tech for Campaigns
Team Lead (Website)
Primary point of contact for the campaign and be responsible for keeping the team on track and delivering a high-quality, compelling website.

Supermajority
Supermajor
Participated in "Get Out The Vote" text banking efforts.

Bismarck Global Neighbors
Mentor
Assisted my mentee weekly with GED preparation material. Worked with mentee to locate resources to further assist with preparation.

CERTIFICATES

Foundations of User Experience (UX) Design