

Tracy L. Torisky

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GitHub: <https://github.com/toriskyt>

Portfolio: <https://toriskyt.github.io/updated-portfolio/>

Summary

New Full Stack Web Developer with a background in Professional Administration. Detail-oriented, professional, and excited to begin a career in web development. Efficient, organized, and a team player. Faces challenges with creative and out-of-the-box critical thinking.

Technical Skills

HTML, CSS, JavaScript, JQuery, Bootstrap, Node.js, MySQL, Express, MongoDB, React.js

Education

UPENN Bootcamp Certification

- A 24-week intensive program focused on technical programming skills in HTML, CSS, Javascript, JQuery, Bootstrap, Node.js, MySQL, MongoDB, Express, & React.js

Master's Degree in Professional Administration

- Duquesne University School of Leadership & Professional Advancement
- 3.98 GPA

Bachelor of Science Degree in Organizational Leadership

- Duquesne University School of Leadership & Professional Advancement
- Magna Cum Laude, 3.81 GPA
- Minor in Professional Communication

Experience

Event and Alumni Relations Manager

Palumbo-Donahue School of Business, Duquesne University (Pittsburgh, PA)

- MARCOM team successfully developed and executed the vision for all major Business School events and program-level events, including but not limited to: Open Houses, commencement ceremonies, student orientations, conferences, and alumni events. I established methods for increasing

participation in such programs.

- Developed and utilized project management skills to create and complete successful events and multi office relocations.
- Create detailed processes, check lists and calendars to maintain a high level of organization for handling multiple events simultaneously including post-event debriefing sessions.
- Work collaboratively with various departments to structure, develop, and implement annual on campus events for prospective students. Act as lead point of contact for all events.
- Successfully solicit and coordinate student, faculty and alumni volunteers.
- Coordinate and execute meetings for C-level Advisory Councils (in-office and virtually), including travel, accommodations, meeting materials, minutes and catering. Develop and maintain strong relationships with Council members.
- Develop and oversee the School's event budget, plan and track funds to ensure budget efficiency and operational success. Create budget, attendance and success reports for distribution.
- Research, create, write, edit, proofread and constantly improve compelling copy for the website and digital and print publications (in-office and virtually).
- Create e-mail campaigns in MailChimp to students, faculty, and outside audiences (in-office and virtually).
- Maintain School of Business website and social media.
- Craft material in Rise Vision for monitors throughout Rockwell Hall (in-office and virtually).

Assistant to the Dean

Palumbo-Donahue School of Business, Duquesne University (Pittsburgh, PA)

- Handled all outgoing correspondence for the Dean's office, including drafting letters and proofreading official communications from the office.
- Took on new responsibilities as requested.
- Made travel arrangements for the Dean, collaborated with outside companies, organizations and travel agencies.
- Organized and scheduled meetings, drafted itineraries as needed.
- Kept informed and up-to-date on university policies, rules, and regulations that might impact the functioning of the Dean's office and/or the School.
- Worked closely with support staff responsible for budgets, payroll, advancement and marketing/alumni relations as directed by the Dean.
- Provided administrative support to the Palumbo-Donahue Alumni Association by coordinating meetings, conference calls, and providing catering services when needed.
- Worked with faculty committees to develop content and project execution.
- Provided support to the Advisory Councils by coordinating travel and hotel arrangements, printed material, technical support, dinner venues and parking. Developed strong relationships with Council members.
- Attended Leadership Team and faculty meetings as required; prepared agendas and all materials for distribution and took the meeting minutes.
- Processed contracts for all adjunct professors using the Workflow system
- Managed personal University P-Card and the Dean's P-Card; by tracking receipts and submitting

monthly expense reports.

- Supported and attended important School events including Open Houses, commencement ceremonies and high-level conferences.

Manager Admin/Sales Department

FedEx (Moon, PA)

- Supported sales teams by creating and maintaining large databases and reports for four managers and sales representative teams on weekly and monthly schedules.
- Arranged travel for sales representatives.
- Created sales territory maps for managers and sales representatives.
- Took on new responsibilities as requested for managers, sales teams and Director of Inside Sales.
- Maintained websites for each sales team.

Administrative Skills

- MS Office Suite, Google Suite, Rise Vision, MailChimp, Ingeniux, Zoom, Adobe PhotoShop, Box, Slate, Adobe Acrobat XI
- Exceptional writing, organizational, and problem-solving skills
- Outstanding ability to collaborate with co-workers in a team setting
- Able to learn new systems and procedures quickly and efficiently