TRACYE WILHELM

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GitHub: https://github.com/tracyewilhelm Portfolio: https://tracyewilhelm.github.io/Portfolio/

Summary

Full-stack developer leveraging a background in treasury management, office management and international business looking to delve into the world of development. Currently earning a certificate in full stack development from the University of Denver, with an A+ average. Known as a high-energy, friendly, accountable team lead helping create high-quality full-stack projects that is an efficient problem solver with a passion for improving processes and helping people. With everything I do, my aim is to bring my knowledge and people skills together to design a dynamic team that best creates an impactful user experience.

Skills

Technical

- Languages: JavaScript, HTML5, CSS, jQuery
- Tools: Bootstrap, MongoDB, Express.js, React, Node.js, GraphQL, APIs (web, 3rd party, server side), Inquirer, MySQL, OOP, Tableau, AGILE, regex, bCrypt
- Applications: GitHub, Heroku, Tableau, Slack, Zoom, Visual Studio Code, Mongo Compass, Insomnia

Accounting and Finance

- Database management, AP/AR, financial reporting,
- Corporate finance and banking, including treasury management
- Due diligence, processing, and distribution of new mortgages for securitization

Office Management

- HR duties: timesheet management and payroll processing
- Office Management: Scheduling, file organization, supply management, development of office procedures, and data processing, coordination of well-organized meetings, events, and gatherings for executives, staff, and investors
- Applications: Google Suite, Apple products, Microsoft Office, Quickbooks, Tableau; Excalibur, Crystal Reports

Projects

Mountain Magic - https://paterma.github.io/Bug-Spray/

- Summary: A mobile-first app that provides a user with weather and traffic information to local ski resorts using
- Responsibilities: Team lead, JavaScript functionality, Weather API calls
- Technology: JavaScript, Bootstrap, Web API, two 3rd party APIs, Waze mapping features, and more.

Pantry Chef - https://awesome-pantry-chef.herokuapp.com

- Summary: A full-stack, mobile-first web app that allows a user to check mark items in their pantry and see recipes based on their selection. Allows a user to see their favorite recipes by storing user info and saved recipe ID to a remote database.
- Responsibilities: Team lead, GitHub monitor, creation of models, seed data, server setup, controller routes, API calls, and final touches for an mvp.
- Technology: Bootstrap, Handlebars, Node, JavaScript, JSON, MySql, bcrypt, Express, Sequelize, and 3rd Party API calls.

Project Three - tbd.com

- Summary: A full-stack, mobile-first web app that allows a user to check mark items in their pantry and see recipes based on their selection. Allows a user to see their favorite recipes by storing user info and saved recipe ID to a remote database.
- Responsibilities: Team lead, GitHub monitor, creation of models, seed data, server setup, controller routes, API calls, and final touches for an mvp.
- Technology: Bootstrap, Handlebars, Node, JavaScript, JSON, MySql, bcrypt, Express, Sequelize, and 3rd Party API calls.

Work Experience

Operations Manager   **2019-Current**
Denver Corporate Search   **Denver, CO**

- Responsibilities: accounting, including accurate and timely processing and reconciliation of invoices, bi-weekly payroll, vendor point of contact for timesheet management, maintenance of data across multiple databases
- Accomplishments: Moved complete payroll and billing processes to the cloud reducing labor by 60%

Operations Manager   **2014-2015**
Solstice Publishing   **Denver, CO**

- Responsibilities: solely responsible for accounting, royalty processing, author support, client contact, and office administration for Solstice Publishing, an independent publisher of 75+ authors
- Accomplishments: Created entire accounting spreadsheets from scratch and implemented standardized royalty payment process

Treasury Management   **2007-2009**
Quantum Resources Management   **Denver, CO**

- Responsibilities: Oil and gas finance and banking, including funds transfer, investor payments and receipts, and accurate check processing; maintain relationships with investors, banks, and accounting vendors
- Created and standardized treasury management processes, saving time and reducing error; responsible for implementing treasury management scalability

Office Administration & Assistant to VP of Finance   **2007-2009**
Quantum Resources Management   **Denver, CO**

- Responsibilities: administrative and office management for entire finance and accounting department, including VP of Finance and Accounting.
- Accomplishments: Promoted from Administrative Assistant to Treasury Management role in less than six months while still able to maintain administrative duties

Warehouse Banking   **2004-2007**
HomeAmerican Mortgage Corporation   **Englewood, CO**

- Responsibilities: point of contact for various banks and government agencies, review collateral documents for accuracy prior to securitization, maintaining in-house loan documentation, curating loan packages for multi-million dollar package sales, timely resolution of missing documentation required for finalization of sales
- Accomplishments: Developed cross-departmental reputation for process improvement, becoming top Loan Delivery Specialist within 8 months; promoted to Warehouse Banking

Overnight Logistics   **2003-2004**
Target   **Lakewood, CO**

- Responsibilities: warehouse management of inbound stock, efficient stocking of floor items making sure product is set, in-stock, accurately priced, and signed, creation of new displays
- Accomplishments: regularly completed core duties and known for actively helping additional departments complete their tasks

Data Entry Specialist   **2001-2002**
Centrix Financial   **Englewood, CO**

- Responsibilities: accurate and expedient data entry of loan requests
- Accomplishments: known for speed and accuracy resulting in special requests from loan approval officers

Office Administration   **1996-2001**
Second Cycle, Ltd.   **Denver, CO**

- Responsibilities: office administration including route management, file organization, and supply management for large recycling company
- Accomplishments: maintained relationship throughout high school career to ensure regular summer position

Education
2012 Bachelor of Arts in International Business - University of Colorado, Denver, CO

Certificates
2022 Full Stack Developer Bootcamp - University of Denver, Denver, CO - A+ average

2007 Crystal Reports