

TRACYE WILHELM

Phone: (720) 280-8554 Email: tracye.wilhelm@gmail.com

LinkedIn: www.linkedin.com/in/tracye-wilhelm-8b93212a

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

Portfolio: <https://tracye-wilhelm-portfolio-app.herokuapp.com/>

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,

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: HTML, CSS, 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: Node, Express, Axios, bcrypt, Handlebars, HTML, JavaScript, MySQL, Sequelize, Bootstrap, Heroku

Cache Bandit - <http://cache-bandit.herokuapp.com/>

- Summary: A full-stack, mobile-first web app that allows a user to monitor their monthly and annual subscriptions. Allows a user to enter data about all of their subscriptions so they can see it all in one location, including monthly cost, due date, and the ability to edit or delete individual subscriptions
- Responsibilities: File structure, front-end React functionality, bug finding, co-lead
- Technology: MongoDB, Express, React, Node, React-Bootstrap, Mongoose, JavaScript, JSON, Bcrypt, Apollo, Heroku

Work Experience

Operations Manager Denver Corporate Search

**2019-Current
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 costs and reducing labor by 60%

Operations Manager Solstice Publishing

**2014-2015
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 Quantum Resources Management

**2007-2009
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