

VIKKI OKAMURA

Torrance, CA 90504 | (310) 259-9085

vcokamura@gmail.com

<http://www.vikkiokamura.com/>

<https://github.com/vokamura>

<https://www.linkedin.com/in/vikki-okamura/>

TECHNICAL SKILLS

STRONG: HTML5, CSS3, JavaScript (ES5, ES6), jQuery, AJAX, Axios, Flexbox, CSS Grid, ReactJS, Redux, React Context API

EXPERIENCED: Bootstrap4, Materialize, UI/UX, JSON, PHP

TOOLS: Git, Github, Command Line, Chrome Dev Tools, VS Code, Slack, Sketch, Meistertask, Postman

APPLICATIONS

Snack Seriously - A snack finding application

- Product owner and team lead that built an application using **scrum methodologies** with ideation, scrum, and sprints.
- Used MeisterTask for task management and communicated daily with team members, as well as led weekly standups.
- Utilized **ReactJS**, **JSX**, and **Axios** to create the client-side rendering of elements.
- Implemented UI using **CSS3**, and enhanced UX with Sketch, and user surveys.
- Collaborated with the server-side that used PHP to manage a MySQL database.

Fire Logger - A site that shows wildfires in the continental U.S.

- Developed as a solo project using **jQuery** and **Bootstrap4**
- Utilizes a **AJAX** calls to an RSS feed and Google Maps API for information.

Munee Tracker - An application that tracks expenses

- Created expensing tracking application using vanilla **React** and **Redux** for dynamic rendering of UI elements.
- Utilized **Materialize** to style UI elements.

EXPERIENCE

Horizon Management Company, *Staff Accountant* - Torrance, CA 2012-2018

- Prepared and analyzed the monthly financial reports for over 70 community associations, each with separate sets of financial information.
- Supervised the daily activities of an accounts payable team of two.
- Solved accounts receivable and bank reconciliation discrepancies, performed internal audits and reconciled general ledger accounts, and researched vendor payments.
- Processed payroll for 20 community associations, which included the auditing of paid time off and annual compensation, and reviewing of third-party generated payroll reports to verify accuracy of payroll information.
- Assisted in the conversion of community association management software from TOPS Professional to Caliber Software for all community associations.

EDUCATION

- **California Polytechnic State University, San Luis Obispo** | *B.S. Business Administration, with concentrations in Information Systems and Accounting*, 2010
- **LearningFuze** | *Accelerated web development program*, 2018

LEADERSHIP & INVOLVEMENT

- Assistant Troop Leader, *Girl Scouts, Troop 4345*, 2011 - Present
- Gold Award recipient and Lifetime Member, *Girl Scouts, Troop 434* 1992 - Present