

Education:

Indiana University, Bloomington, IN

May 2012

Bachelor of Science in Informatics; Minors: Business Marketing, Computer Science, Cumulative GPA: 3.52/4.00

Professional Experience:

Yale Medical School, Office of Communications, New Haven CT

July 2016- present

Web Producer

- Create and upload content for School of Medicine websites
- Manage branding and brand cooperation among different departments within the School of Medicine
- Aid in any rebranding effort
- Provide communication liaison capabilities for clients undergoing site redesigns, edits, and rebuilds

Ethical Society Nursery School, Saint Louis, MO

September 2015- present

Technical Coordinator

- Maintain and update website with Newsletters, Event Information, and Enrollment forms
- Maintain social media presence to keep current families aware of important all school events
- Manage social media presence to protect secure information about current students in accordance with school's safety and ethical guidelines

The American Optometric Association, Saint Louis, MO

December 2014- September 2015

Business Systems Analyst

- Collect and analyze requirements from sponsors and system users
- Parse collected requirements into technical specifications
- Create user stories, personas, and use cases, and test scripts and scenarios for requirements

Indiana University UITS, Bloomington, IN

October 2012 – December 2014

Business Systems Analyst

- Collect and analyze requirements from faculty sponsors and system users and parse into technical specifications
- Parse collected requirements into technical specifications
- Create user stories, personas, and use cases, and test scripts and scenarios for requirements
- Consult on Advising Records Project and Appointment Scheduler Branding and interface design development
- Produce Tutorial Videos to aid student understanding of current advising tools
- Experience in both Waterfall and Agile methodologies

Puccini's La Dolce Vita/Ashenda's, Bloomington, IN

April 2009 – October 2012

Head Waitress

- Responsible for training, scheduling, and managing employees on the floor
- Frequently handle customer inquiries and smooth over issues in stressful situations
- Design event flyers, menus, and daily promotions

The Greater Bloomington Chamber of Commerce, Bloomington, IN

April 2011 – August 2011

Social Media/PR-Marketing Intern

- Manage the outward face of the Chamber on the Wordpress blog, Facebook Page, and Twitter
- Use in-depth data mining and analytics to increase Facebook page activity
- Conduct cross-country market research to aid in decisions surrounding major marketing ventures

Other Experience:

Boys and Girls Club, Bloomington, IN

Volunteer – Animation Club Leader

- Led Animation club – where participants were given the opportunity to make flip books, stop motion, and comics

Technical Skills

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|---------------------------------------|-----------------------------------|-----------------------------|
| • iMovie/Camtasia | • Wacom and Bamboo Devices | • HTML5/CSS3 |
| • Adobe Creative and Production Suite | • Microsoft Office Suite | • Personify (CMS) |
| • Toon Boom | • Atlassian's Confluence and Jira | • SDL/Tridion (CMS) |
| • OpenToonz | • Java/Javascript | • Highroad/Constant Contact |
| | • Autodesk Maya | • Axure RP |