

- Delivered accurate breed/dog matching logic, user contact tracking, and adoption appointment prompts, with unit testing and debugging to validate program accuracy and reliability.

Personal Portfolio Website (October 2025) | HTML/CSS/JavaScript

- Designed and deployed a responsive personal portfolio site showcasing programming projects.
- Includes GitHub repository links and live or video demos for hands-on review by employers.

Education and Training

Certificate in Programming (Computer Science) (12/8/25)

Front Range Community College | Westminster, CO

Bachelor of Arts – English

University of Washington | Seattle, WA

Relevant Professional Experience

Senior Administrative Assistant | Edgewise Therapeutics, Inc. | 2021–2023

- Supported cross-functional teams (executive, accounting, legal) with systems and workflows.
- Streamlined processes for contracts, invoices, and on-boarding, including problem-solving and troubleshooting team issues.
- Served as software subject matter expert/super user, training new staff on contract, procurement, and intranet tools, improving adoption and reducing on-boarding time.

Administrative Assistant/Manager | Ruffalo Noel Levitz | 2006–2020

- Ensured accuracy and consistency of technical documentation by editing and formatting 8–10 consultant reports per week.
- Coordinated and managed digital assets for 90+ national conference presentations annually, ensuring correct formatting, version control, and availability via web portal and conference app.
- Trained and supervised staff on documentation standards and template usage, improving report quality and consistency across the organization.
- Improved efficiency through process automation and database management, including updating corporate templates and guiding consultant adoption of new software tools.

Scheduling & Course Information Specialist | Seattle University | 2001–2005

- Administered Datatel/Colleague database updates of course information and managed classroom scheduling for 700+ class sections per term.
- Developed and delivered custom reporting tools to provide academic leadership with actionable registration, room usage, and enrollment data.
- Coded and maintained degree audit logic in the student information system, supporting accurate transfer credit evaluations and graduation tracking.

Note: Full work history available upon request