

# Kayleen Ellis

## Junior Software Developer

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Recent software development graduate eager to add value as a Junior Software Developer. Have solid working knowledge of basic coding languages, including C#, HTML5, and Java. Background including in writing and communications. Highly motivated individual who takes initiative to learn and apply.

## Skills

- Computational Fundamentals
- Object-Oriented Programming (OOP) in C#/.NET or Java
- MVC pattern
- Build, debug and deploy web and desktop applications
- HTML5
- Agile
- CSS3
- JavaScript
- User interface conventions
- Oracle Engineer Software
- Problem-solving
- Detail orientation
- Patient
- Good communication skills

## Education & Training

**Certificate, Software Developer**, We Can Code IT Coding Bootcamp, Cleveland, OH (2022)

**Master's Degree, Communications**, Southern New Hampshire University, Manchester, NH (2021)

**Bachelor of Art Degree, Journalism**, State University of New York, Albany, NY (2017)

- Cum laude graduate

## Employment Experience (or Professional Experience)

**Technical Writer**, Ametek, Garden City NY (02/2019-03/2022)

- Promoted from Data Entry Keyer to Technical Writer based on superior performance and Proofreader experience.
- Performed diligent research and developed document-specific technical designs and test scripts, heat exchangers, evaporators, coolers, and buffers.
- Produced electronic/technical documentation in addition to hard copy manuals and method sheets for welding.
- Collaborated with engineers for customized testing of aerospace equipment and fuel analysis.
- Updated and maintained existing documentation through desktop publishing tools such as SharePoint, MS Office Suite, PowerPoint, Google Docs, and more.
- Coordinated graphics to increase users' understanding of machining.
- Conducted SME interviews to compile and communicate information needed to support Ametek's products and services.
- Translated and reviewed technical information into manuals and/or web-based documents for nontechnical and technical users.

**Proofreader**, Vecchione, Vecchione & Connors, Garden City NY (02/2021-01/2022)

- Read and evaluated documents and legal reports for grammatical and typographical errors.
- Liaised with lawyers to determine the composition of specific texts in a jurisdiction report.
- Navigated through E-case and filed Workers' Compensation documents.
- Compared typeset proofs against original copies of reports to identify errors or omissions.

- Rephrased written text to ensure document structure and content are consistent and align with each client's preferred style book.
- Ensured documents are completed within established deadlines.

- Track record of...
- Background including...
- General knowledge of...combined with deep expertise...
- Proactively implement solutions that...
- Analyze ... and implement...  
Identify ... and initiate...

Last sentence.

- Team player who is always looking for ways to contribute...
- Self-starter who delivers...
- Highly motivated individual who takes initiative...
- Proactive, energetic, and get along well with others...
- Quick learner with excellent communication skills...
- Energetic team player who works hard and also...