

Michelle Berta

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LinkedIn: [linkedin.com/in/michelle-bera](https://www.linkedin.com/in/michelle-bera) | GitHub: github.com/MichelleBerta
Portfolio: <https://michelleberta.github.io/portfolio/>

Summary

Front End Developer with a background in leadership and a passion for designing imaginative and interactive websites and software platforms to maximize user experience. Resourceful problem solver recognized for exceptional interpersonal communication abilities, being well organized, and thriving in collaborative team environments.

Technical Skills

HTML | CSS | JavaScript | Github | NodeJS | jQuery | Bootstrap | Materialize | MySQL | Handlebars | MongoDB | ReactJS | ExpressJS

Projects

Hand and Foot Scorekeeper | Deployed: <https://michelleberta.github.io/hand-and-foot-scorecard/> | Github repo: <https://github.com/MichelleBerta/hand-and-foot-scorecard>
Sole author of a front end mobile responsive app used for keeping score for the card game Hand and Foot. My family loves to play this card game. Scorekeeping is somewhat difficult, so I created this app to make it easier.

- **Languages Used:** HTML, CSS, JavaScript, Bootstrap

Experience

Office Manager

2000 – 2020

Marilyn Augur Family Foundation; Dallas, Texas

Oversaw daily operations of the Foundation. Communicated with financial advisors, CPA, trustees, and prospective nonprofits. Organized and prepared for annual board meetings and travel.

- Built a website using SquareSpace to provide information to non-profits about the Foundation's goals and grant request process and requirements to cut down on the number of grant requests.
- Developed a strategy to decrease the budget from \$257,000 in 2000 to \$105,000 by 2020.
- Built an MS Access database to manage grant distributions so that the Foundation could discontinue expensive annual renewal costs for commercial databases.
- Implemented a system and purchased necessary equipment/software to scan over 25 years of historical documents so that the Foundation could be run remotely and no longer lease office space.

Leadership

Leader/Technical Mentor/Organizer (Volunteer)

3/2022-present

Dallas Software Developers (formerly freeCodeCamp Dallas); Dallas, Texas

Admin on Dallas Software Developers Discord channel. Help organize meetups and other social events to facilitate networking and mentoring opportunities for Dallas Software Developers participants.

Vice President of Communications (Volunteer)

2013 – 2017

Booker T. Washington HSPVA Music Guild; Dallas, Texas

Managed electronic communication between students, teachers and parents. Created and distributed weekly newsletter to parents, students and teachers. Designed programs for music performances.

- Boosted funds by implementing and designing senior ads for a fundraising project.

Assistant Chaplain (Volunteer)

2011 – 2015

Freedom Declared Ministries - Wayne McCullough Detention Center; Waxahachie, Texas

Provided administrative support to the Senior Chaplain.

- Promoted efficiency by developing a database to track spiritual material and glasses given to inmates.

Leadership (Volunteer)

2005 – 2017

Junior and Teen Bible Quiz - The Oaks Fellowship; Red Oak, Texas

Assisted with leadership responsibilities.

- Handled communications with team members, parents and coordinators.
- Created flyers for events and designed team t-shirts.
- Coached teams, kept score and ran practice events.
- Established incentive programs to encourage students to reach individual study goals.
- Participated as Quiz Master and Judge at quiz meets.

Education

Full Stack Web Development Certificate - Southern Methodist University

2021

A 24 week intensive program focused on gaining technical programming skills.

58 credit hours completed towards a Bachelor's Degree in General Studies - Dallas County Community College and Dallas Baptist University