

ALLISON DRAKE

Designer + Developer + IT Professional

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360-567-5355



EDUCATION + CERTIFICATIONS

- JUN 2020
CLARK COLLEGE | Vancouver, WA
AAT in Web Development
- MAY 2011
WASHINGTON STATE UNIVERSITY | Pullman, WA
BA in Humanities; minor in Sociology
Triple Emphasis in Anthropology, Art, and Music
Certification in Professional Writing
- 2019 - 2020
Microsoft Technology Associate (MTA) in:
98-382: Intro to Programming using JavaScript
Credential ID wyR6v-48Cs | July 2020
98-361: Software Development Fundamentals
Credential ID mCCc-DTRs | Dec 2019
98-381: Intro to Programming using Python
Credential ID wCovR-48CC | Aug 2019
98-383: Intro to Programming using HTML and CSS
Credential ID mwwz-uTYP | Aug 2019
98-364: Database Fundamentals
Credential ID umAF-XLRq | Jun 2019

SKILLS + TOOLBOX

JavaScript | jQuery | AJAX | JSON | APIs
MySQL | phpMyAdmin | PHP | Python
HTML | HTML5 | CSS | Bootstrap
C# | .NET | Windows Console Apps
Git | Agile | Product Development
Apache | Nginx | Ubuntu | XAMPP
Figma | Prototyping | Wireframing
WordPress | Salesforce | Slack

Adobe Creative Suite:
Acrobat | After Effects | Bridge
Illustrator | InDesign | Photoshop
Premiere Pro | Spark | XD

Research | Marketing | Focus Groups
Social Media | Data Analysis | Project Management
Problem Solver | Detail Oriented | Organized
Self-Starter | Team Player | Adaptable | Ethical
Great Communication | Quick Learner | Responsive

EXPERIENCE

- JAN 2018
NOV 2018
CRAFTS GROUP, LLC | Vancouver, WA
Marketing Assistant + Product Development
- Designed Amazon Storefront for Connecting Threads
 - Developed and launched stitch markers for Knit Picks
 - Managed Independent Designer Relationships for Knit Picks
- OCT 2016
DEC 2017
TIDLAND, A DIVISION OF MAXCESS | Camas, WA
Inside Sales II: Repairs Specialist
- Troubleshoot, diagnose, and resolve technical and repair issues for slitting and winding systems, escalating to mechanical engineer as necessary
 - Repairs Customer Service for manufacturing systems
 - Test team for EPICOR and Salesforce Software integration
- JAN 2016
OCT 2016
CORWIN BEVERAGE, CO. | Ridgefield, WA
HR, Payroll, and Benefits Coordinator
- Maintain and troubleshoot HRMS systems
 - Administered access control system for employees
 - Resolve benefits issues for employees
 - Maintain records for employees, safety committee, and union communications
- JUN 2014
JAN 2016
NORTHWEST PERMANENTE PC, KAISER | Portland, OR
Administrative Assistant, Graduate Medical Education
- Maintain and report medical student data in database
 - Digitize HIPAA Training documentation
- OCT 2012
JAN 2014
ENCORE OILS + SEQUENTIAL PACIFIC BIODIESEL | Portland, OR
Customer Service + Administrative Support
- Migrated customer database from paper to Roadnet Routing system for electronic routing and service scheduling
 - Troubleshoot, diagnose, and resolve equipment and pickup issues for customers
 - Asterisk PBX system administration
- AUG 2011
APR 2012
ASSUMPTION VILLAGE SENIOR LIVING | Portland, OR
Assistant Administrator + Officer Manager
- Manage office and facilities staff
 - Troubleshoot and resolve technical issues for the facility and involve IT Manager or outside vendor as necessary
- MAR 2010
SMITHSONIAN NMNH | Washington, D.C.
Intern, Encyclopedia of Life
- Research and write academic reports regarding life on earth