

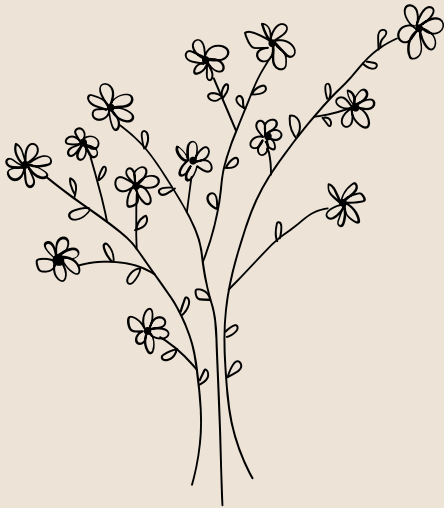
+1 903-372-0353

erinnova@gmail.com

Austin, TX (open to relocation)

linkedin.com/in/eknova/

Erin Novoa



Skills

Microsoft Office
Google Suite
Slack / Zoom
Notion
HTML / CSS / Python
Mobile Development
Creativity
Written Communication Skills
Project Management
Detail-Oriented and Analytical

Education

B.S. Economics
Texas A&M University
2013 - 2016

Certifications

CompTIA Security+
Entry Level Python Programmer
(Python Institute)
Google Analytics Beginner
Programmatic Advertising Foundations
(LinkedIn Learning)

Experience

January 2021 - Present

Mobile Developer Austin, TX
Self

- Monitored projects from idea to wireframe to prototype to product launch
- With no prior knowledge of app development, completed an Udemy course, researched and became self-taught. Then designed and developed two mobile apps, Hundehütte and Yogi Glow both available on the Apple Store

November 2019 - November 2020

Creative Project Manager Intern Chicago, IL
Well Red (startup)

- Researched and compiled data on relevant menstrual health research specialists
- Presented health data and mobile app content ideas for the CEO
- Scheduled and tracked project timelines throughout website development via ClickUp

July 2019 - July 2020

Estate Manager College Station, TX
Gardner Resort

- Supervised weekly and monthly estate maintenance operations, repairs, supply orders, and various projects
- Planned, designed, and supervised 3-5 professional and recreational events year-round

May 2017 - June 2018

Administrative Assistant Richmond, TX
River Pointe Church

- Prepared correspondence with all departments of church and with three other campuses
- Weekly proofread all marketing material for team before being sent to production
- Maintained and edited content for the student ministry web page on WordPress
- Asked by leadership to step in and take over a project that was not going well. Given a two-week timeline and was able to make the event a success