



LAURA ANN POEHNER

BUSINESS INFORMATION SYSTEMS

PROFESSIONAL SKILLS

- Confident in Python, HTML, JavaScript, JQuery, PHP, Bootstrap & Java.
- Proficient in web development tools Squarespace, Weebly, & Wordpress.
- Competent working in ERP software SAP.
- Comfortable with data analytic tools and data warehousing.
- Proficient in MS Office 365 & G Suite.

PERSONAL SKILLS

- Strong communicator.
- Relentless researcher.
- Organized, detail-oriented & dependable.
- Enthusiastic team player & mobilizer.
- Embraces growth mindset.

CONTACT

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REFERENCES

Ray Deck III, Founding Director
rd3@skookumkids.org

Jennifer Keller, Department Chair
Jennifer.Keller@wwu.edu

David Gauthier, BIS Director
dgauthier@janicki.com

RELEVANT WORK EXPERIENCE

EXECUTIVE ASSISTANT TO THE FOUNDING DIRECTOR

Skookum Kids | Feb. 2017 - Present

- Subject Matter Expert for Virtuous CRM.
- Plan & execute communication strategy across all communication channels.
- Track projects across organization, ensure no project gets dropped.

PARAPROFESSIONAL

Sedro-Woolley School District | Sept. 2017 - Present

- Teach high school students Python & Java programming languages.
- Mentor students toward pursuing computer science.

BUSINESS INFORMATION SYSTEMS INTERN

Janicki Industries | June 2017 - Sept. 2017

- Liaison between HR & BIS teams.
- Trained staff on & assisted in implementation of new labeling system.
- Managed major documentation project.
- Created Excel reports for Human Resources.

EDUCATION

BACHELOR OF ARTS, JOURNALISM - PUBLIC RELATIONS

Western Washington University | 2015-2018

Minor: Internet Resource Creation and Management

VOLUNTEER WORK

CHILDCARE PROVIDER

Me Too Group | Sept. 2017 - Present

ADMINISTRATIVE ASSISTANT

Redeemer Church | Sept. 2016 - June 2017

COMPASS 2 CAMPUS

Mentor | Sept. 2015 - June 2016