

# Dana Kinlen

Holmes, NY 12531

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## EDUCATION

**Sacred Heart University**, John F. Welch College of Business, Fairfield, CT  
Bachelor of Science, Business Administration, May 2014  
Concentration in Management, Mathematics **Minor**  
GPA: 3.2

## EXPERIENCE

**The Gary Stock Company**, Brewster, NY June 2016 - Present

### Senior Project Coordinator

- Assign and manage tasks and projects through a ticket management system
- Coordinate and schedule out projects and tasks to the Development and Quality Assurance teams
- Write up and thoroughly document all new features and projects requested before assigning
- Create timelines for all code deployments and ongoing projects within the company
- Responsible for executing weekly code deployments
- Set up scoping meetings needed to gather details to write up estimates for clients
- Manage daily stand up meetings with the Development and Quality Assurance team
- Update the team on all project status' and conflicts that occur on a daily basis
- Classify company priorities in order to keep a balance of business and customer requests

**The Gary Stock Company**, Brewster, NY April 2015 – June 2016

### QA Engineer

- Tested and debugged weekly code deploys dealing with over 500 websites
- Collaborated with the CTO to prioritize and create Dashboard of Product features and improvements to present to CEO and sales staff
- Created road maps for long term company goals as well as analyzed weekly and monthly reports to snapshot the technology team's progress
- Experienced in problem solving and debugging conditions to abate issues within website build to determine cause prior to notifying developers
- Managed development tickets within JIRA to ensure that each requested change was tested properly before deploy
- Thorough understanding of the Lead Capture System for multiple live dealer site Platforms
- Experience creating a plan of action to accomplish project goals for Customer Service as well as the Development team

**Lumesis, Inc**, Stamford, CT January 2014 – January 2015

### Business Management Intern

- Performed research and provided support to the Executive Team and the Office Administrator
- Assisted Director of Finance in calculating sales revenue as well as contract review
- Responsible for gathering intelligence for forensic accounting and reporting on such findings
- Organized lists obtained from Conferences for regular email blasts and marketing outreach
- Managed conference planning and preparation, as well as other Ad Hoc projects

**Sacred Heart University**, Fairfield, CT January 2011 -May 2014

### Office Assistant

- Utilized keen attention to detail to proofread brochures and pamphlets for various activities and events
- Strong communication skills necessary to assist customers with chapel details with regards to weddings

**Pave Life**, Darien, CT June 2013-September 2013

### Sales and Marketing Intern

- Supported the Marketing Strategic Planning team to design, develop and execute both internal and external marketing research programs in support of the company's tactical marketing plan and vision
- Fulfilled tasks pertaining to operations, promotions, sales
- Utilized Photoshop to create offer images for clients all around the United States
- Prepared spreadsheets using Microsoft Excel in a timely and organized manner, as well as creating live offers
- Completed data collection and search optimization

## **LEADERSHIP**

**In Motion Dance Center**, Lagrangeville, NY                      September 2010- Present  
Dance Teacher

- Prepare lesson plans to teach students for weekly classes
- Plan out and implement dance combinations to teach to the students
- Research and study different levels of dance
- Choreograph and teach full routines for yearly recitals

**SHU Dance Ensemble**, Fairfield, CT                                      September 2012-May 2014  
President/Advertising Chair

- Worked alongside the Director of Dance to run a successful dance ensemble
- Responsible for running practices weekly with 90 members
- Ensured successful execution of multiple performances each semester, strived for flawless execution
- Created eye catching themes to advertise multiple events on campus

## **SKILLS.**

Proficient in Microsoft Office, JIRA, Slack, Gmail, Experience in Bitbucket, Adobe Illustrator, Adobe Photoshop, CRM, ConstantContact and QuickBooks

**ACTIVITIES**    SHU Dance Ensemble, member, September 2010-May 2014