MaryLou Washko

Pottstown, PA 19464 | 610.327.3938 | ml.washko@outlook.com | portfolio: http://marylou.4sigmallc.com

SUMMARY OF EXPERIENCE

- **SQL** query development (MySQL, MS SQL, and Oracle)
- **Data Analysis** of Web, QA, business, production and electronics data / Reports and Charts
- **Marketing** CMS (HubSpot), Email Campaigns, Forms, Landing pages, Websites, Analysis and Reports
- **Graphics** (Adobe Creative Suite / Adobe Creative Cloud: Illustrator, Photoshop, InDesign, Premiere)
- **Web Design/Development** (hand code, WordPress, LAMP, .NET)
- **Software Development** (Python, VB.Net, ASP.NET, SQL Server)
- Instructional writing and **documentation** / documentation management

VOLUNTEER WORK

4 SIGMA INNOVATIONS 4sigmallc.com   **January 2014 – Present**
Web Developer
- Website code, layout design and development on a LAMP stack to promote specialized consumer product
- Apply SEO, ADA/WCAG, Google Analytics, Tags, Rich cards and Web Tools to the web site
- Code by hand in responsive design using HTML5, CSS3, JavaScript, jQuery, Bootstrap, and Knockout.js
- *Please note: all text/copy, images, photos, brochures, and videos are provided by the company owner*

EMPLOYMENT HISTORY

MP FILTRI
Marketing Assistant   Quakertown, PA   **April 2023 – March 2024**
Contract-to-hire through Robert Half for 3 months, then hired
- Marketing Research and Reporting, Prophet, SQL and Access
- Coordinate trade shows and transportation for Sales
- Graphics ad design (Adobe Creative Cloud), photography, social media, company newsletter
- Maintain promo inventory, price lists and other documentation

DANCO PRECISION   Phoenixville, PA   **March 2020 – June 2022**
QA Analyst
Contract-to-hire through Express Employment Professionals for 5 months, then hired
- Investigate Business functions
- Perform data, process, production analysis and PEAR charting
- Develop databases, SQL queries, VBA code, reports, and graphs in Access and Excel (PowerQuery)
- Write documentation and training materials
- Maintain QA Document Library for ISO9001 and AS9100 certifications
- Maintain and update DancoPrecision.com WordPress website

EXPRESS EMPLOYMENT PROFESSIONALS   Malvern, PA   **July 2018 – March 2020**
Contract to Hire - Danco Precision as a QA Analyst
Contract - United States Seating Corporation (USSC) as an HR Assistant
- File papers, verify temporary worker payroll in HRMS, assist with company events, search and contact vendors, create flyers and sign-up sheets
Contract - Faro as an Opto-Mechanical Technician
- Mechanical assembly build, soldering, focus and align disparity of cameras for the Vantage-S Tracker

DSM BIOLOGICS   Exton, PA   **June 2019 – July 2019**
  Manufacturing Technician
  - Medical device assembly in a regulated clean room environment

CVS   Pottstown, PA   **December 2017 – June 2020**
  Part-time Clerk/Cashier
  - Customer Service, follow plan-o-grams, restock and face merchandise, run POS register, utilize hand-held scanner to look up merchandise data, labelers, and mobile tablet for corporate communications

GLOBUS MEDICAL   Audubon, PA   **June 2015 – November 2016**
  Web Developer
  - Sole Web Developer within the Marketing Group, create digital communications for marketing initiatives
  - Collaborate with the Creative Group, Product Managers, Surgeon Trainers, Investment Relations, Legal, Compliance and Regulatory
  - Manage HubSpot CMS and work flows (email campaigns, forms) for Marketing
    - Maintain and segment Contact Lists for HubSpot, parse data within Excel and VBA
    - Create Tracking reports of HubSpot and Google Analytics, identify KPI's
    - Email and Marketing campaigns, Data Entry/Processing, Tags, Call-to-Action, Click through Rate Optimization, Conversion Rate, Impressions, Leads, Personas, List Segmentation, Opt in/out, Customer Relationship Management, Insights, Incentives, Motivation, Targeting, Visual Content, Lifecycle, A/B testing, and Mobile Optimization
  - WordPress, code and updates with a focus on SEO
    - WFM, cPanels, SFTP, updates, maintenance, and backups of 10 corporate WordPress sites on a LAMP stack
    - WordPress, MAMP, HTML5, CSS3, JavaScript, jQuery, PHP, MySQL, SEO, responsive design
  - Create digital media within Adobe Creative Cloud, (Photoshop, Illustrator, InDesign, Premiere, Dreamweaver), Acrobat, MSOffice, VBA code, Wistia, YouTube, HubSpot, Google Web Tools and Google Analytics

Enrolled in college and in transition of a career change   **January 2013 – May 2015**
          Started developing, revising, and updating 4sigmall.com

ORBIT SOFTWARE   Pottstown, PA   **September 2012 – December 2012**
  Developer
  - Create and update Websites
    - Develop the layout of a help site for the BusBoss software program in ASP.Net Master pages
    - Format website pages of a sponsored client
  - Update reports in BusBoss using VB6 code and Visual SourceSafe version control
  - Convert Classic ASP pages to ASP.Net
  - Visual Studio, ASP.Net, ADO.Net, Visual Basic, VB.Net, JavaScript, HTML4/5, CSS2/3, SQL stored procedures, VB6 code, and Visual SourceSafe version control

(continued on next page)

HALLIBURTON   Exton, PA   **October 2004 – February 2012**

Materials Control Specialist

Contracted through Hobbie Professional Staff Management as an Electronic Assembler for 4 years, then hired
- Solder and assemble printed circuit board assemblies for engineering
- Maintain inventories of over 4,500 electronic components and over 6,300 assemblies for engineering
- Develop an SQL database for assets and inventories totaling around $5,000,000, shipping histories, and electronics assembly and test data for engineering
  - Develop VBA code, DAO record sets, Forms, reports, SQL queries, macros, filters, user/time stamping, library references, expressions and module code
  - Export data from Access to Excel and format the spreadsheet using VBA code
- Maintain Matrix CMS information management system for electronic component schematics, BOMs, and documentation
- Maintain documentation files for assembly build
- Complete Purchase Requisitions for parts, tools, and supplies
- Source electronic components and materials
- Utilize SAP enterprise system to fill PO's to send assemblies and circuit boards to Corporate
- Interface between buyers, suppliers, and engineers

TRUEPOSITION   King of Prussia, PA   **April 2001 – March 2004**

Senior Digital Technician
- Provide engineering development support for the SMLC of a Wireless Location System
- EVT testing, validate engineering hard code and software
- Code scripts in Symantec ProCom, Visual Basic, and VBA with Excel
- Create utility programs in Excel using VBA to capture data from an RS232 port and set an external power supply through a GPIB interface to cycle power at varied voltage levels

ANIMAS CORPORATION   Frazer, PA   **July 2000 – March 2001**

Engineering Technician
- Provide Production and Engineering support in the development of an insulin infusion pump for diabetics
- Test, verify, and trace through Visual Basic 6.0 code for the Manufacturing Engineer
- Code in Visual Basic 6.0 to format data for labels, and other functions

VIDEOTEK, INC   Pottstown, PA   **August 1979 - March 2000**

Electronics Technician (12 years), Assistant to Engineering (1/2 year)
- Provide Production and Engineering support for the test, troubleshooting, and calibration of analog and digital television broadcast studio products
- Work under ISO9000 certifications
- Utilize Windows and DOS based automated test programs during equipment test and calibration
- Compile test instructions and visual aids to optimize manufacturing process flow and improve product quality

---

EDUCATION AND CREDENTIALS

2012 - **Bachelor of Science in Information Systems**
Oracle 10g Database and Forms Builder, Python
(GPA: 3.876, Highest Honors)
Albright College, Reading, PA

2013 - **Associate of Applied Science in Web Development**
ASP.Net and MS SQL, Linux, Oracle 10g, iOS6 XCode and Objective-C, HTML, CSS, JavaScript
(GPA: 4.0, Summa Cum Laude)
Montgomery County Community College, Blue Bell, PA

2006 - **Associate in Business Administration –**
Computer Science Concentration
Visual Basic and C++ Programming, MS SQL
(GPA: 3.92, Summa Cum Laude)
Ursinus College, Collegeville, PA

Inducted into:
- Alpha Sigma Lambda Honor Society
- Phi Theta Kappa Honor Society
- National Honor Society

Additional Studies:
- Concepts of Quality Management - Philip Crosby
- Effective Speaking and Human Relations - Dale Carnegie

- Cleveland Institute of Electronics (home study)
  Cleveland, Ohio
     Broadcast Engineering, Digital/Analog Electronics

- Communications Media – Berks Vo-Tech

PORTFOLIO   http://marylou.4sigmallc.com

REFERENCES   available upon request