

# MaryLou Washko

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Portfolio: <http://marylou.4sigmalc.com>

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## SUMMARY

**Digital Marketing Designer/Analyst** pursuing work in the creative side of Marketing in graphics for advertising, social media and email campaigns, with strong technical skills in web/software development, SQL and analysis.

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## SKILLS AND QUALIFICATIONS

- Marketing CMS (HubSpot), Email Campaigns, Forms, Landing pages, Websites, Analysis and Reports
  - Graphics (Illustrator, Photoshop, InDesign, Premiere)
  - Data Analysis of Web, QA, business, production and electronics data / Reports and Charts
  - SQL query development (MySQL, MS SQL, and Oracle)
  - Web Design/Development (hand code, WordPress, LAMP, .NET, ASP.Net)
  - Instructional writing and documentation / documentation management
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## EMPLOYMENT HISTORY

**MP FILTRI** Quakertown, PA

**August 2023 – July 2023**

### Marketing Assistant

Contract to Hire through Robert Half for 3 months then hired

- Marketing Research and Reporting, SQL and Access
- Coordinate trade shows and transportation for Sales
- Graphics ad design (Adobe 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](http://DancoPrecision.com) WordPress website

**EXPRESS EMPLOYMENT PROFESSIONALS** Malvern, PA

**July 2018 – March 2020**

### Contracted Worker

- HR Assistant - Contracted by United States Seating Corporation (USSC)
- Opto-Mechanical Technician - Contracted by Faro

**GLOBUS MEDICAL** Audubon, PA

**June 2015 – November 2016**

### Web Developer

- Sole Web Developer within the Marketing Group, create digital communications for marketing initiatives
- Interact 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
- 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, HTML5, CSS3, JavaScript, jQuery, PHP, MySQL, Photoshop, Illustrator, Dreamweaver, MAMP, Premiere, Acrobat, MSOffice, Wistia, YouTube, HubSpot, and Google Web Tools

# MaryLou Washko

Enrolled in college and Developed [4sigmallc.com](http://4sigmallc.com) for my brother

January 2013 – May 2015

**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
- ASP.Net, ADO.Net, Visual Basic, VB.Net, JavaScript, HTML4/5, CSS2/3, SQL stored procedures, VB6 code, and Visual SourceSafe version control

**HALLIBURTON** Exton, PA

**October 2004 – February 2012**

## Materials Control Specialist

Contracted by Halliburton as an Electronic Assembler for 4 years, then hired

- 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

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## VOLUNTEER WORK

**4 SIGMA INNOVATIONS** [4sigmallc.com](http://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*

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## EDUCATION AND CREDENTIALS

2012 - **Bachelor of Science in Information Systems** – Albright College, Reading, PA

*(GPA: 3.876, Highest Honors)*

2006 - **Associate in Business Administration, Computer Science Concentration** – Ursinus College, Collegeville, PA

*(GPA: 3.92, Summa Cum Laude, Alpha Sigma Lambda Honor Society)*

2013 - **Associate of Applied Science in Web Development** – Montgomery County Community College, Blue Bell, PA

*(GPA: 4.0, Summa Cum Laude, Phi Theta Kappa Honor Society)*