

Joanna Bonner

PASSIONATE ORGANIZER,
PATIENT INSTRUCTOR

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📍 Austin, Texas

Meticulously organized and experienced in digitizing physical photographs, ensuring high-quality scans and accurate metadata for easy retrieval. Demonstrates professionalism and discretion while working with clients. Skilled at solving puzzles of all types and making connections, including recognizing handwriting styles. Passionate about organizing information and data, optimizing communication and processes, and standardizing consistency. Experienced in teaching software to students of all ages, adapting instruction to different skill levels and learning styles for effective comprehension.

PROFESSIONAL EXPERIENCE

Senior Instructor at Coding with Kids

September 2019 to Present

- Facilitated communication and accountability, by attending weekly meetings, recording action items, and tracking unresolved issues, ensuring timely follow-up and resolution.
- Coached 16 students in programming through debugging support, software installation, and code teaching, enhancing technical proficiency and student confidence.
- Fostered a positive learning atmosphere by setting clear expectations and encouraging respectful interactions, enhancing student collaboration and engagement.
- Assessed individual student needs through evaluations and tailored instruction, preparing advancement to the next level of proficiency.
- Prepared and maintained devices for students by charging laptops, cleaning materials, and updating software, ensuring device functionality and creating personalized learning.

WordPress Website Developer and Consultant at Bonadillo Web Studio (Freelancing/Sole Proprietorship)

March 2014 to Present

- Designed and built custom websites, by analyzing client needs, estimating projects, and assembling timelines, delivering functional solutions.
- Consulted with clients on design, development, and functionality, customizing WordPress back-ends for intuitive use, enhancing website performance and user experience.
- Provided instructional materials and explained technical concepts to clients of varying expertise, empowering them to manage and update their websites confidently.

- Planned and implemented membership and e-commerce functionality, through WordPress plugins and tailored code, expanding client capabilities and business opportunities.
- Maintained and safeguarded websites by updating themes, plugins, and security measures, while managing sensitive client information, ensuring data protection and site functionality.

Team Lead at Coding with Kids

March 2021 to December 2024

- Mentored instructors on classroom behavior and lesson planning through discussions and practical application, improving instructional capacity and job satisfaction.
- Developed resources and training modules in collaboration with team leads, by videos, informative discord posts, and document creation, boosting teaching confidence and competency.
- Provided guidance on processes and policies, through meetings, direct messages, and delivering resources, ensuring instructors had the tools needed for success.

Graphic Designer & Web Developer at John Manlove Marketing & Communications

June 2010 to March 2014

- Maintained and updated multiple client websites by regularly implementing content changes and design improvements, ensuring smooth functionality and up-to-date information.
- Produced and distributed weekly e-blasts using email marketing platforms, enhancing client communication and engagement with target audiences.
- Standardized file names and formats for team use, streamlining collaboration and improving project efficiency across the design team.
- Developed print, outdoor, and digital collateral for frequent annual events, ensuring cohesive branding and successful marketing campaigns.

SKILLS

Technical Knowledge, Technical Writing, Critical Thinking, Creative Problem Solving, Communication, Instructional Design and Writing, Curriculum Development, Teamwork, Organization, Website Design, Website Building Support

Technical Skills

Content Management Systems, Version Control, Front-end Development (HTML, CSS, JS), Object-Oriented Programming, Debugging, Basic SEO Knowledge

EDUCATION

Bachelor of Fine Arts in Graphic Communications
from the University of Houston