

Jennifer Stuart

Business Analyst

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An experienced professional looking to transition to a role where business and technology meet. Committed to providing reliable solutions for real-world problems using a data-driven, people-centric approach.

Education

University of Texas | Software Development | Austin, TX May 2019 – November 2019

- Developed full-stack applications as part of a 6 month intensive, part-time accelerated learning program
- Technologies covered include: HTML, CSS, Python, JavaScript, Node.js, React/Redux, SQL, among others

Southern Methodist University | M.A. Coursework - Dispute Resolution and Mediation | Dallas, TX 2014

University of North Texas | B.A. International Diplomacy; Minor Arabic Language | Denton, TX January 2007 – May 2009

Professional Experience

Freelance Computer Repair Services | Austin, TX December 2019 – Present

- Provides IT solutions for small businesses
- Diagnose and troubleshoot software issues for Mac and Windows computers
- Perform hardware evaluations, repairs and upgrades
- Loaded and unloaded programs, software and drivers

Law Office of Ryan Henry P.L.L.C| Paralegal | San Antonio, TX April 2016 – June 2017

- Managed calendar for Junior Associate
- Communicated with clients on behalf of attorneys as necessary
- In charge of firm's client relations
- Demonstrated the ability to work diligently under pressure to meet deadlines
- Edited legal documents

Danco | Office Manager| Canyon Lake, TX August 2014 – August 2015

- Resolved employer challenges with innovative solutions and process improvements
- Skilled relationship builder with the ability to work with different personality types
- Managed accounts payable and accounts receivable for the office
- Worked with customers to resolve billing issues
- Coordinated equipment's documentation for nationwide shipping

The Treatment Centers XL | Office Manager/Program Manager | Denver, CO September 2011– September 2012

- Monitored and reported court-ordered patient tests
- Prepared reports for review by controlling agencies
- Collected and managed fees and set up schedules for court-ordered classes and counseling
- Provided supervision of drug rehabilitation patients
- Built and maintained community partnerships

Rebuilding Together South Bend | Americorps Volunteer | Tacoma, WA January 2010 – January 2011

- Recruited, trained and managed program volunteers
- Developed the Ambassador Program that included orientation and volunteer programming
- Built and maintained community partnerships
- Raised awareness of affordable housing within the community
- Built and maintained community partnerships