Cate Dunn

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LinkedIn: https://www.linkedin.com/in/cate-dunn | Github: https://github.com/CateDunn |
Portfolio: https://cate-dunn-05f27f.netlify.app/

Front-End Web Developer that is detail-oriented and passionate. A background in human resources and customer service with a Full-Stack Certification from the UNC - Chapel Hill. Honed skills in HTML, CSS, Bootstrap, Javascript and React during the intensive boot camp. Eagerly chose to move into the field of technology as it is ever-changing and satisfies the desire to always continue learning. Pride myself on problem-solving skills and working well in collaboration with team-based projects and independently.

TECHNICAL SKILLS

HTML, CSS, Bootstrap, Materialize, JavaScript, jQuery, React.js, React, JSXNode.Js, Express, GIT, GitHub, MongoDB, MySQL, Mongoose, Handlebars, APIs, Heroku, Terminal, ES6+

RELEVANT EXPERIENCE

Wine and Dine | Front End Developer | Deployed Link: https://jvernot.github.io/wineAndDine/ | Github Link: https://github.com/CateDunn/wineAndDine
Users can decide if they want to eat out or make dinner at home. The app gives options for nearby restaurants or users can enter ingredients they already have at home and the app will generate recipes that they can make.
- **Role**:Used jQuery AJAX method to make requests to server-side APIs. Created an HTML page and styled with CSS utilizing Materialize. Integrated Spoonacular API and Zomato API and manipulated the DOM using JavaScript leveraging the DOM API.
- **Utilized**: HTML5, CSS3, Materialize, JavaScript, jQuery, Spoonacular API, Zomato API

Book Club | Full Stack Developer | Deployed Link: https://book-club-application.herokuapp.com/ | Github Link: https://github.com/CateDunn/BookClub
Join an online book club and read along with the chosen book or add your own suggestions for what you think the club should read next. You can also create your own book club and check out the list of top books that users are enjoying this month.
- **Role:** Worked primarily on backend routes utilizing the Express server. Contributed to HTML formatting and Materialize styling as well.
- **Utilized**: HTML5, CSS3, Materialize, JavaScript, jQuery, NodeJs, Express, Heroku, Google Books API, NY Times 15 Best Sellers API

Covid 19 Tracker | Front End Developer | Deployed Link: covid19-tracker-applicaiton.herokuapp | Github Link: https://github.com/CateDunn/project-3/graphs/contributors
Track Covid 19 rates by county. This project is still in progress.
- **Role:** Frontend API Routes
- **Utilized**: HTML5, CSS3, Materialize, JavaScript, React, NodeJs, Express, Heroku, MongoDB, Mongoose, APIs

EXPERIENCE

ProVantage Corporate Solutions; Raleigh, NC 2/2019 – 1/2020
Payroll Specialist
Effectively performed all payroll responsibilities and met daily deadlines while processing payroll for up to 700 employees biweekly. Leveraged attention to detail when entering, auditing and funding all weekly expenses. Assisted Human Resource and Accounting Departments
- Successfully ensured all payroll transactions were processed accurately and timely
- Reconciled payroll prior to transmission and validated confirmed reports
- Expertly trained in ADP payroll software

ProVantage Corporate Solutions; Raleigh, NC 3/2018 – 2/2019
Human Resources Coordinator
Prepared and/or maintained employment records related to events, such as hiring, termination, leaves, transfers or promotions. Assisted with all Human Resources functions during the onboarding process.
- Diligently recorded data for employees including information such as addresses, weekly earnings, absences, supervisory reports on performance, and dates and reasons for terminations
- Attended unemployment hearings, processed child support, unemployment and wage verifications
- Expertly interpreted and explained Human Resources policies, procedures, laws, standards or regulations
- Leveraged training in ADP Workforce Now and E-Verify

Eye Care Center: Raleigh, NC; 9/2016 - 3/2018
Administrative Specialist
Greeted patients and scheduled appointments as well as answered phones and operated multiple phone lines. Handled tasks of organizing and maintaining medical forms and office paperwork required for the front desk.
- Handled money, deposits, and financial records for the office
- Checked and verified accuracy of medical records and insurance information of patients
- Handled tasks related to preparing and maintaining patient's medical charts
- Performed essential clerical tasks such as faxing, e-mail, and data entry

EDUCATION

Full Stack Web Development Certificate - University of North Carolina , Chapel Hill, NC | **2020**
A 24-week intensive boot camp program focused on gaining technical programming and market-driven skills in HTML5, CSS3, JavaScript, jQuery, Bootstrap, Express, React.js, Node.js, Database Theory, MongoDB, MySQL, Mongoose, Handlebars, JSX, GIT, Github, APIs, Heroku, Es6+.

Human Resources Essentials Certification - Cornell University

Bachelor of Arts in Psychology - University of North Carolina , Chapel Hill, NC