

Cate Dunn

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[LinkedIn](#) | [Github](#) | [Portfolio](#)

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 University of North Carolina - Chapel Hill. During the intensive boot camp, I honed skills in HTML, CSS, Bootstrap, Javascript and React. I chose to move into the field of technology as it is ever changing and satisfies my desire to always continue learning. I also pride myself on problem-solving skills and working well in collaborations. I am eager and excited to combine the skills I have learned with the task of building applications that support a company and its clients. I am looking forward to growing and becoming a valuable asset to a company and this field.

TECHNICAL SKILLS

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

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 | 2018

B.A. in Psychology - University of North Carolina, Chapel Hill, NC | 2016

PROJECTS

Wine and Dine | Front End Developer | [Deployed Link](#) | [Github Link](#)

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](#) | [Github Link](#)

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 | Full Stack Developer | [Deployed Link](#) | [Github Link](#)

Track Covid 19 rates by county. This project is still in progress.

- **Role:.**
- **Utilized:** HTML5, CSS3, Materialize, JavaScript, React, NodeJs, Express, Heroku, MongoDB, Mongoose, APIs

EXPERIENCE

ProVantage Corporate Solutions; Raleigh, NC 2/2019 – 1/2020

Payroll Specialist

- Performed all payroll tasks and met daily deadlines
- Processed payroll for up to 700 employees biweekly
- Ensured all payroll transactions were processed accurately and timely
- Reconciled payroll prior to transmission and validated confirmed reports
- Understood proper taxation of employer paid benefits
- Processed all garnishment and child support calculations and ensured compliance
- Executed time and attendance processing and interface with payroll
- Processed manual payroll checks as needed
- Entered, audited and funded all weekly expenses
- Assisted Human Resource and Accounting Departments
- Trained in ADP payroll software

ProVantage Corporate Solutions; Raleigh, NC 3/2018 – 2/2019

Human Resources Coordinator

- Prepared 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.
- Assisted payroll department on a bi-weekly basis for multi-state employees.
- 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.
- Interpreted and explained Human Resources policies, procedures, laws, standards or regulations.
- Addressed employee relations issues, work complaints or other employee concerns.
- Processed all documentation for new hires and terminations.
- Trained in ADP Workforce Now and E-Verify

Eye Care Center; Raleigh, NC 9/2016 – 3/2018

Administrative Specialist

- Greeted patients and scheduled appointments
- 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