

# Mary Prince

## SKILLS

- Full Stack Web Development (Certificate Expected 03/2022)
- Javascript, CSS, Tailwind, Bootstrap, Third-Party APIs, Github, VS Code, Node, SharePoint

## EXPERIENCE

### **SVJ Data Solutions, Kennesaw, GA** – *Intake and Results Coordinator*

(Project Coordination, Product Management) February 2016 – November 2021

*Processing Specialist II* March 2015 – February 2016

*Processing Specialist* March 2013 – March 2015

*Contractor-Records* September 2012 – March 2013

- Coordinates international client requests, ongoing vendor status updates, records and results delivery for criminal background checks, civil background checks, reference verifications, and education and employment verifications.
- Product Development Liaison to Technology Departments.
- Offers specialized feedback to assist management with CMS monitoring and improvements.
- Responsible for leading International Team personnel and objectives in manager's absence including high-level inter-departmental correspondence and projects.
- Develops technical documents, guidelines, and efficient procedures in a team setting to facilitate thorough, accurate, and timely product delivery.
- Communicates across departments and with external vendors to ensure quality of records and to adhere to specific client guidelines.
- Internal and external training experience.
- Utilizes knowledge, experience, and critical thinking skills to provide domestic and international criminal records per client-specific guidelines.
- Innovation-project team member to improve company-wide communication, knowledge, and employee retainment.

## EDUCATION

### **Georgia Southern University, Statesboro, GA** – *Bachelor of Arts, Cum Laude, Writing and Linguistics. Minor, Fine Arts, Studio.*

President's List, Spring 2007

Dean's List 2004-2006

### **Georgia Tech Coding BootCamp Full Stack Flex, Atlanta, GA** – *Certificate of Graduation expected March 2022*

## ADDITIONAL ACHIEVEMENTS

Gamers Outreach Foundation Atlanta, GA/Saline, MI (*Volunteer - NOC Support 2018-2019*)

Atlanta LANfest, sponsored by Intel, Atlanta, GA (*Volunteer Staff - 2014-2015*)

Artist Digital: *Procreate, Affinity Photo, Pixlr*

Traditional: *Acrylic, Watercolor, Gouache, Pencil, Ink, Charcoal*

Twitch Streaming: *Online Content Creation and Management, Streamlabs, OBS*