

# Jessica Drake

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Portfolio: Team Treehouse Profile

## » Professional Summary

Organized and adaptable professional with over 15 years of experience in project management, team leadership, and data analysis, now transitioning into web development. Skilled in HTML5, CSS3, and JavaScript, with a growing understanding of backend concepts and database design. Known for strong problem-solving abilities, attention to detail, and ability to manage complex initiatives from concept through completion. Excited to apply a lifelong commitment to learning and innovation to building user-friendly, efficient digital solutions.

## » Key Achievements

- Led multiple high-stakes projects involving cross-functional teams, ensuring on-time delivery and a 15% boost in efficiency through workflow improvements.
- Created and presented educational materials to audiences as large as 200,000, demonstrating excellent communication and engagement skills.
- Owned and operated a successful small business, managing marketing, sales, and production while generating over \$10,000 in gross sales.
- Trained and led teams of up to 15 employees, fostering collaboration and accountability.
- Implemented automated reporting tools to track sales and set performance benchmarks in a retail environment.

## » Core Skills

**Frontend Development:** HTML5, CSS3, JavaScript, jQuery, Responsive Web Design, UI principles

**Backend Development:** Basic Node.js, database structure, SQL

**Project Management:** Workflow Optimization, Task Prioritization, Team Coordination

**Technical Proficiency:** Git, Visual Studio Code, Excel Automation, Technical Documentation

**Soft Skills:** Problem-Solving, Critical Thinking, Stakeholder Communication, Presentation & Delivery

## » Certifications & Education

**Web Development Certification** (HTML, CSS, JavaScript, Databases)

*University of Central Missouri – Lee's Summit, MO*

**Bachelor of Arts in Elementary Education**

*Missouri State University - Springfield, MO*

**Supplemental Online Training:**

Team Treehouse | FreeCodeCamp

## » Professional Experience

### Escapeology Leawood - Assistant Manager

*Leawood, KS | February 2025 - Present*

- Researched and implemented proprietary software enhancements to streamline user workflows and improve Game Master experience (UX).
- Managed and automated in-room escape game elements, effects, and puzzles using Mythric Mystery Master (M3) software and interfaced PLC systems.
- Conducted real-time game monitoring, clue delivery, and dynamic environmental control utilizing Mythric Mystery Master (M3) software and integrated PLC systems.
- Trained staff on proprietary software and integrated technology systems, ensuring operational efficiency.
- Managed customer reservations, payments, and service delivery via booking software and Point-of-Sale (POS) systems.
- Analyzed user interactions with proprietary software to identify pain points and recommend UI/UX improvements for increased efficiency.

### Interactive History, KC - Secretary & Assistant to the Director

*Shawnee, KS | February 2020 - Present*

- Coordinated communication between board members, volunteers, and partners.
- Managed events with 500+ attendees, ensuring seamless operations and positive visitor experiences.
- Maintained detailed meeting records, schedules, and event documentation.
- Led special projects involving research, donor engagement, and community outreach.

### Freelance - Costume Designer & Production Manager

*Various Productions | Ongoing*

- Designed and produced costumes for casts of 120+, ensuring historical accuracy and performance-readiness.
- Met tight deadlines while balancing creative vision and performer needs.
- Resolved last-minute production issues to maintain quality and safety on set.