

# Dushane Jackson

✉ Dujackso@syr.edu | 🏠 [dushanejackson.github.io](https://dushanejackson.github.io)

## PROFESSIONAL PROFILE

.....

## SKILLS AND APPLICATION TOOLS

### Languages:

*Proficient:*

HTML

CSS

Javascript

*Familiar:*

Python

### Frameworks:

Bootstrap 5

### Tools:

Github

Git

Microsoft Suite

Microsoft Visio

iGrafx

Adobe Photoshop

Ableton Live 10

### Database Management:

*Familiar:*

MySQL

MongoDB

Node.JS

### Soft Skills:

Communication

Leadership

Collaboration

Time Management

Analytical Thinking

## EDUCATION

**Syracuse University**, School of Information Studies

B.S. Information Management & Technology

Concentration: Web Design and Management

Graduated: May 2018

## CONTACT INFORMATION

📧 [linkedin.com/in/dushanej](https://www.linkedin.com/in/dushanej)

📞 718-839-0325

🐙 [github.com/dushanejackson](https://github.com/dushanejackson)

## INTERESTS

Process Improvement

Music Production

Swimming

Hiking

## PROJECTS

**WeatherMetrics** | <https://weathermetrics.netlify.app>

- Developed a weather application that displays current weather conditions for a location the user inputs using HTML, CSS, and Javascript
- Pulls from public API to generate real-time weather metrics

**What To-Do** | <https://what-todo-app.netlify.app>

- Developed a To Do application using HTML, CSS, and Javascript

**Ran-Dice** | <https://randice.netlify.app>

- Developed a random dice game using HTML, CSS, and Javascript

## WORK EXPERIENCE

**Front End Developer - Contractor** | Nash's Hair and Boutique LLC

December 2020 - February 2020 // Lauderhill, FL

- Utilized HTML, CSS, and Bootstrap to develop and structure a website for client

**Associate Diversity and Inclusion Analyst** | Coote Consulting Group LLC

July 2020 - Present // Boca Raton, FL

- Analyze present clients' organizational framework leading to drawbacks in diversity and inclusion initiatives
- Support consultant team with 3+ clients monthly to fulfill new D&I initiatives via online trainings and planned workshops
- Conduct interviews with 20+ employees per company to identify key pain points in the existing D&I structure
- Create one engaging workshop monthly that promotes robust working relationships among employees
- Enhanced client diversity and inclusion event by Increasing overall employee turnout by 30%
- Curate key metrics which includes organizational demographic, training completion rate, and D&I event attendance
- Develop implementation plans for newly created D&I strategies for businesses as large as 1500+ employees

**Client Service Analyst** | Bank of New York Mellon

June 2018 - October 2019 // Oriskany, NY

- Redesigned business processes by identifying inefficiencies and executing improvement plans
- Communicated weekly project updates with upper-level management and coworkers daily
- Performed 20+ cash reconciliements daily by utilizing Microsoft Suite and various financial systems (i.e. TLM)
- Automated the Rent Securities reconciliation; decreased process time by 88% while achieving time savings of \$10,520 per year
- Trained 10+ colleagues on new processes through video conference by developing effective training plans
- Spearheaded efforts in reducing various key metrics including manual matching volumes and OPM's by 65%
- Designed detailed dashboards containing key performance metrics by utilizing Microsoft Excel