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Github: https://github.com/JFerguson1903
Portfolio: https://jferguson1903.github.io/Unit8-HW/index.html

JESSICA FERGUSON

SUMMARY

Full Stack Web Developer with a background in Banking and Accounting with a natural attention to detail and process. Adaptable problem solver able to perform in a fast paced environment. Known for exceptional customer interactions and ability to succeed in a group or independently.

TECHNICAL SKILLS

Languages: HTML, CSS, JavaScript
Libraries: jQuery, Bootstrap, Luxon, Font Awesome
Applications: Visual Studio Code, GitBash, Slack, MS Office
Server: APIs, Node.js
Misc: Data Entry, 10 key

PROJECTS

Code Quiz

Github: https://github.com/JFerguson1903/Unit4-HW

Application: https://jferguson1903.github.io/Unit4-HW/

Summary: Create a timed code quiz with a timer, score keeping and high scores list.

Tools: HTML, CSS, Bootstrap, JavaScript, jQuery & Local Storage

Work Day Scheduler

Github: https://github.com/JFerguson1903/Unit5-HW

Application: https://jferguson1903.github.io/Unit5-HW/

Summary: Create an application that allows a user to save events for each hour of the day.

Tools: HTML, CSS, Bootstrap, JavaScript, jQuery, Font Awesome, Luxon & Local Storage

Weather Dashboard

Github: https://github.com/JFerguson1903/Unit6-HW

Application: https://jferguson1903.github.io/Unit6-HW/

Summary: Create a Weather Dashboard that retrieves data from the third party application's API (OpenWeather API) from user submission.

Tools: HTML, CSS, Bootstrap, JavaScript, jQuery, Font Awesome, Luxon, Local Storage & OpenWeather API

EXPERIENCE

Enterprise Bank & Trust, Sunset Hills — *Appraisal Coordinator*

2018 — PRESENT

- Provide administrative support to the Appraisal Review department.
- Prepare appraisal orders generated by Loan Officers and appraisal invoices for approval and submission.
- Coordinate all appraisal and evaluation reviews.
- Maintain the current list of appraisers and the appraisal log.

St. Louis Composting, Valley Park — *Accounts Receivable*

2017 — 2018

- Managed customer line of credit accounts, which included preparing bills, invoices, and bank deposits.
- Followed and maintained company compliance of financial policies and procedures.
- Generated financial statements and reports detailing accounts receivable.
- Verified discrepancies and resolved client's billing issues.

Aramark Uniform Services, Fenton — *Commissions Specialist*

2014 — 2017

- Reviewed profit and loss statements and reported findings to the Director of Sales weekly; ensured data accuracy and consistency of reporting.
- Worked with regional managers and directors to resolve escalated issues pertaining to sales commissions.
- Reconciled, audited, and gained approval of sales results by Sales Manager.

Billing Clerk

- Performed daily audit functions to balance assigned routes.
- Communicated with the market center management team regarding approvals and additional information needed for processing routes accurately.
- Completed special projects independently and efficiently as needed.

Central Bank, Wildwood — *Assistant Branch Manager*

2005 — 2013

- Spearheaded sales operations and aided in setting goals for tellers and bankers.
- Managed daily operations, sales, commissions, services, audits, and staffing with a primary focus on customer service.
- Provided primary banker services for the branch including account opening and maintenance, customer support, and across bank departmental referrals.

BusinessLink Specialist, Jefferson City
- Provided assistant duties to the Business Banking Department in all daily operations.
- Developed and maintained commercial customer's online banking while educating customers and employees pertaining to the bank's products and services.
- Supported development of innovative improvements regarding holding company program services.

Teller Supervisor, Clayton
- Trained a service and referral team that ensured compliance with audit and operational guidelines.
- Maintained a balanced teller cash drawer while providing backup vault balancing functions.

EDUCATION

Washington University, St. Louis — *Bootcamp Certificate*

2020 - 2021

A 24-week intensive program focused on gaining technical programming skills to become a Full Stack Web Developer.

Merrell University of Beauty Arts and Science, Jefferson City — *Licensed Esthetician*

2003 - 2004