

TAYLOR CARMELLA

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WWW: <https://jadetourial.github.io/portfoliio/Portfolio/port-tutorial/port-tutorial.html>

Education

Associate of Applied Science: Information Technology, Expected in 08/2025

Florida State College At Jacksonville - Jacksonville, FL

High School Diploma: 05/2020

Oakleaf High School - Orange Park, FL

Skills

- Proficient in HTML, CSS, and Javascript
- Astute observation and complex problem solving skills
- Adaptable to change in project plans or environment settings
- Communicate project status effectively with other parties, teammates or coworkers
- Exceptional project and deadline management

Professional Summary

A detailed-oriented individual that's personable with excellent communication skills. Cooperative with coworkers and other staff in order to provide the best outcome of the project. Currently in school to earn my associates in IT specializing in software development.

Professional Experience

Freelance Web Designer, 07/2023 to Current

Self-employed

- Provided technical consulting support on projects or system issues.
- Wrote, analyzed, debugged and delivered clean, validated and maintainable codes.
- Identified conflicting integration issues to suggest alternative solutions.
- Provided front-end website development using WordPress, Hubspot, and other editing software.
- Oversaw technical issues and troubleshooting requests to resolve user problems.

Hospital Unit Clerk, 11/2021 to Current

Baptist Medical Center – Jacksonville, FL

- Answered unit calls and took messages for healthcare staff to maximize team productivity.
- Documented updates to patient information in medical charts while maintaining HIPAA compliance protecting confidentiality of records.
- Arranged patient reports and organized transportation meetings
- Provided secretarial support in a responsible and confident manner

Certified Nursing Assistant, 11/2021 to Current

Baptist Medical Center

- Worked well with teammates and other coworkers and also assisted them with any complications they may have encountered
- Accurately informed coworkers and teammates of any possible changes and status updates