

JAMIE FLYNT

J R . W E B D E V E L O P E R

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CORE SKILLS

HTML5
CSS3
JavaScript
Bootstrap
Chrome Dev Tools
REACT
Terminal
Git
Programming
Research
Multi-Tasking
Time Management
Team Coordination
Staff Training
Attention to Detail
Critical Thinking
Customer Management
Resource Allocation
Communication
Customer Relations
Microsoft Office
Hospitality

EDUCATION

Web Development

Commonwealth Coders
Covington, KY

August 2021 – Present

Coursework: HTML5, CSS3, SASS, Bootstrap, JavaScript, Chrome Dev Tools, React, Git, and Terminal

North Carolina State Univ.
Raleigh, NC
2007-2010

Coursework: 74 credits towards BS in Sociology

PROFESSIONAL SUMMARY

Web Development student looking to make a move into the industry. Has over 8 years experience in customer service related fields as well as experience in production with varying transferable skills. Strongly proficient in HTML, CSS, JavaScript, Git, Microsoft Office, and cloud related technologies. Quickly learns in house systems and programs. Skilled at communicating clearly and efficiently with teammates, clients, and customers to make sure all expectations and deadlines are met. Additional experience in event management, scheduling and logistics, safety training, hospitality, education, and research.

PROFESSIONAL HISTORY

Forklift Operator/Oven Operator

Universal Spring Co. | Greensboro, NC | 2020

- Operate the main forklift facilitating the movement of material (heavy gauge metal wire) in a production line from start to finish, including being the sole runner of two industrial sized curing ovens
- Increased production output by minimizing time spent loading curing ovens, focusing on time management, and communication with fellow employees
- Created new organization of raw materials to maximize storage space and to facilitate ease of use
- Stayed late when necessary after production line closed to maintain free flow of materials through curing ovens or to receive late shipments of raw materials for the following day
- Learned and assisted in maintenance and operation of machinery

Warehouse/Delivery Associate

AMPF, INC | Greensboro, NC | 2019-2020

- Serve on team that produces, manufactures, and readies between 200-300 daily orders for shipping and delivery
- Streamlined production of daily warehouse orders resulting in 50% less staff needed to accomplish same workload
- Analyzed local company delivery route consisting of over 30 stops for most concise travel times between locations, allowing for greater customer engagement and increased satisfactory customer feedback
- Prepare, organize, and process location to location shipments while working with multiple shipping companies to get best shipping price for customer and company

Administrative Assistant

FIRST North Carolina | Greensboro, NC | 2018-2019

- Created spreadsheet to track payments for the non-profit which resulted in greater financial knowledge for allocation of grants
- Developed a database of donors and constituents for the state of North Carolina that made communication with non-profit target audience simpler, efficient, and modern
- Assisted non-profit Executive Director in all clerical, data entry, and social media aspects of office

References

Bob Jordan

President, Universal Spring Co
Phone: 336-317-4929
Email: scbjordan@bellsouth.net

Melissa Silberstang

Happiness Engineer, Automattic
Phone: 973-214-6136
Email: m.silberstang@gmail.com

Mary Kate Turner

Supervisor, AMPF, Inc
Phone: 336-341-0071
Email: mkturner@ampf.com

Other Information

Certified in CPR, First Aid, and AED

Operate a Cottage Industry Bakery
named Stove Pipe Confections Co.
operating in and around
Covington, KY

Received Eagle Scout Award, 2004

Received Scholastic Gold Key
Award for Photography, 2005

Interests include: Photography and
design, woodworking, baking,
running, hiking, kayaking and
backpacking

Sales Representative

Bravo Signs | Greensboro, NC | 2016-2017

- Used personal background and experience in customer service and problem solving to meet client needs and encourage return business
- Formed and maintained relations with over 70 clients ranging from small local businesses to larger corporations throughout North Carolina and Virginia
- Responsible for maintaining custom order timetables from production to post-installation, including site inspections, acquiring building permits, and addressing any change orders or obstacles

Program Manager

FIRST North Carolina | Greensboro, NC | 2015-2016

- Developed logistics tracking operational standards for all non-profit events resulting in greater ease of scheduling and between communication between staff, vendors, and attendees
- Communicated with clients and donors to make sure all expectations are met including compiling and evaluating feedback to work with staff and improve areas of concern
- Maintained programs to ensure they operate within the approved budget
- Oversaw all social media for the non-profit as well as the website

Assistant Golf Professional

Grandover Resort and Conference Center | Greensboro, NC | 2013-2015

- Wrote and composed first safety and responsibilities reference manual for Grandover Golf Course Outside Service Staff which resulted in shorter response time and independent employee problem solving
- Created and adapted staff scheduling process for over 20 employees at Grandover Golf Course which resulted in greater communication and support between staff and management
- Plan/Coordinate golf outings at a multiple course resort for up to 240 players as well as provide assistance as resort liaison to corporate contact as needed to meet customer expectations
- Train staff in customer service, golf cart fleet maintenance, safety procedures, and practice facility upkeep

Golf Course Outside Service

Grandover Resort and Conference Center | Greensboro, NC | 2012-2013

Stock Room Assistant

Learning Express Toys | Raleigh, NC | 2010-2011

Summer Education Assistant

Greensboro Science Center | Greensboro, NC | 2008-2010