JANETTA TURNER

Career Objective

Currently I am working towards earning my certificate as a qualified Full Stack Web Developer and am actively seeking a position within the field. Possess knowledge of designing, developing, testing, and running various web designs. Possess strong customer service skills. Additionally possess IT support skills.

Contact

✉ janetta_turner@yahoo.com

📞 (940) 613-1520

📍 517 Tammen Rd Wichita Falls, TX, 76305-2796

Education

UT
Full Stack Web Development Certificate Bootcamp Candidate (Expected graduation Present)

VERNON COLLEGE
(Jan 2019)

PETROLIA I.S.D.
GPA: 3.8
Petrolia, TX
High School Diploma (May 2001)

Additional Skills

HTML5
CSS
JavaScript
Json
Node.js
Api's
Bootstrap, JQUERY, MOMENT.JS, ajax
Github/gitbash
Well- developed analytical skills for research and development

Experience

Oct 2020 - Oct 2021

DEPUTY TITLE CLERK
Wichita County Tax Office
- Processed vehicle registration
- Processed title transfers for private and dealer sales
- IT support for installing new printers and updating and installing new computers

May 2016 - Jul 2019

OFFICE MANAGER/ VETERINARY TECHNICIAN
Dean Dale Pet Clinic
- Managed 8 employees
- IT support for all technical equipment including computers, printers, fax machines, network issues, diagnostic machines, and radiographic machines
- Maintained office organization to support efficiency
- Managed inventory
- Oversaw receiving and organizing correspondence
- Answered calls and maintained records

- Oversaw scheduling for employees and clients
- Trained employees for various positions
- A host of tech responsibilities including, diagnostic, medications, client intel, and pet handling

Aug 2011 - Apr 2014

GRAIN ETCH OPERATOR
Alcoa Howmet

- Detected and identified defects on each mold washed in acid
- Read and understood blueprints, product specs, and acid washing instructions to plan correct operational sequences and prevent material waste
- Sorted products into predetermined sequences for movement within the plant for shipping
- Documented acid wash results for product documentation
- Removed damaged and defective products, communicationg