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# JEREMY FRANKS

**PORTFOLIO:** <https://jeremyfranksportfolio.com>

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## PROFESSIONAL SUMMARY

Objective: To secure a role where I can utilize my skills in coding and problem-solving to drive business growth and efficiency in a dynamic organization.

Summary: Results-driven and versatile IT professional with a strong background in both web development and business analysis. Resourceful at combining technical proficiency with a good understanding of business requirements to deliver high-quality solutions. Strong understanding of web development principles and a passion for staying up-to-date with the latest technologies and trends. Committed to staying current with industry advancements and driven to consistently exceed expectations.

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## EDUCATION

### Sparks Estate Secondary School

February 2010 - ( Completed ) November - 2015

- National Senior Certificate

### Damelin College

February 2017 - ( Completed ) November - 2019

- Bachelor of Commerce in Information Systems & Business Management
- Relevant Coursework: Database Systems, Web Development and Business/Data Analysis

## SKILLS

- Web Development: Experienced in creating responsive, pixel-perfect and great **User Experience (UX)** websites using **HTML**, **CSS** and **JavaScript / React**
- Self Taught: Self taught Web design skills in **UI/UX** such as **Figma** and **Abode XD** with Multiple projects completed
- Data Analysis and Visualization: knowledge of utilizing tools such as **Excel**, **MySQL** and **PowerBI** to analyze and visualize data to identify trends and patterns
- Communication: Exceptional verbal and written communication skills, able to effectively communicate with technical and non-technical stakeholders at all levels of an organization
- Problem Solving: Strong analytical and problem-solving skills, able to identify and address business problems using technology solutions
- Ability to work effectively in a team and individually
- Self-starter with a strong desire to learn and grow

## **EMPLOYMENT HISTORY / TIMELINE**

### **Educator Assistant, IT officer, Charles Hugo Primary**

November 2021 - March 2022

- Ensured pupils are sanitized and settled down during welcoming.
- Maintained system updates from Department of Education for all PCs in the office.
- Assisted Teachers
- Admin support in terms of taking calls and payments for school fees.

### **Travelled to New Zealand**

February 2020 - March 2021

- Self taught Web design skills in Figma and Abode XD
- Multiple projects completed

### **Brand Ambassador, Connexit**

March 2019 – December 2019

- Delivery of stock to various locations.
- Promoted individual and grouped products for various companies such as coke, SAB, and winery events.
- Set up and maintained a demonstration area, such as a table, stand, or booth at various events.
- Kept the demonstration area tidy and well stocked with products, samples, and/or literature.
- Demonstrated the features of a product or service to potential customers.
- Employed interactive materials such as videos, charts, or slideshows to share information about a product or service, when necessary.
- Answered any questions potential customers might have about a product or service.
- Stayed up to date with product or service features.

### **Administration Officer, Maxillofacial & Oral Surgeon**

February 2017 – November 2017

- Scheduled and managed patient appointments.
- Answered the phone and patient questions.
- Filed, updated, and organized patient records.
- Processed forms for insurance claims.
- Inventorying and ordering of supplies.
- Sorted, opened, and answered mail.
- Transcribed medical information for doctors.
- Billed insurance companies for services.

### **Reference :**


**Charles Hugo Primary, Principal (Mr Harms)**


031 207 3409 / 072 192 7890


## **PROJECTS:**

- Built a few responsive websites for small businesses using HTML, SCSS/CSS and JavaScript. Worked with the client to understand their needs and created a visually appealing and user-friendly websites to meet their requirements.

## **CONTACT**

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