Jessica Cooke

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SUMMARY

Recent Eleven Fifty Academy graduate seeking an opportunity to use both newly acquired coding skills and experience with organization and planning in JavaScript web development. Highly poised and dedicated with years of experience in customer service and event planning.

TECHNICAL SKILLS

- Languages: JavaScript, TypeScript, CSS, HTML
- Testing Tools**:** Postman
- Database: Postgresql
- Office Tools: MS Office(MS Word, Powerpoint, Excel, Outlook)
- Development Tools: Angular, React, Node.js, Sequelize, Express

COMPETENCIES

- Skilled in oral and written communication
- Customer relationship building
- Defining a company vision
- Team building and leadership

PROFESSIONAL EXPERIENCE

Partner, Two Poodles And A Cake, LLC, 2015-Current
Indianapolis, IN
- Two Poodles And A Cake raised over $250,000 for non-profit clients in Indianapolis.
- Organized, planned, executed, and fundraised for the 2016 Historic Irvington Halloween Festival; resulting in the highest attendance at 56,000 attendees and the highest grossing festival to date.
- Organizes venues, budgets, guest lists, catering, vendors, and event timelines.
- Manages vendors such as caterers, musicians, audio visual, technicians and security.
- Designs contracts, collects fees, and books venues for events.
- Organizes corporate luncheons, dinners, and special events.
- Secures event permits for off-site alcohol and food sales, and special events.

Catering Director, Restaurant Manager, Server, Patachou Inc, 2010- 2018
Indianapolis, IN
- Provided after hours and off site private events for clients with duties including menu planning, event planning, rentals, staffing, large order fulfillment, communicating with multiple vendors. multiple restaurant managers, and staff in locations across
- Indianapolis and the surrounding areas.
- Developed, improved, and managed training programs.
- Trained workers in every position.
- Identified, investigated, and corrected operational issues to keep business flow optimal.
- Estimated staff and supply requirements using historical data and projected business levels.
- Sought out and implemented methods to improve service and team performance.
- Served an average of 150 patrons a day at a fine dining and cafe restaurants with consistent guest satisfaction.

EDUCATION AND TRAINING

Eleven Fifty Academy, JavaScript Web Development, Indianapolis, In, December 2019
Bachelor of Science, Theatre Design and Technology, Ball State University, Muncie, In, July 2006

PROJECTS

jessicarcooke.github.io
Portfolio Project
Personal portfolio website made using HTML and CSS

jc-api-project.web.app
API Project
This project uses JavaScript and displays 4 images from NASA's API

jrc-gardening-client.herokuapp.com
Fullstack PERN Project