Jessica Scheck - Resume

jmscheck11@gmail.com • (757) 309-0255 • linkedin.com/in/jessicascheck11/ • github.com/Jessmica11

EDUCATION

University of North Carolina - Chapel Hill | Chapel Hill, NC   **Sept 2023-Mar 2024**

Certificate - Full Stack Coding Bootcamp

<u>Relevant Skills:</u> HTML5/CSS, Javascript/jQuery, Bootstrap, .Net, MySQL, NoSQL, MERN Stack (MongoDB, Express.js, React.js, Node.js), API, JSON, AJAX, GraphQL,

Old Dominion University | Norfolk, VA   **Dec 2013**

Bachelor of Arts - Journalism, Communications

TECHNICAL SKILLS

Javascript/jQuery, Bootstrap, .Net, MySQL, NoSQL, MERN Stack (MongoDB, Express.js, React.js, Node.js), API, JSON, AJAX, Google Tag Manager, Google Ads, SEMRush, Drupal, Constant Contact, HubSpot, Wordpress, Wix,

PROJECTS

Website Migration | Atlas Copco & nano-purification solutions | www.nano-purification.com   **Apr 2023**

- Created the website architecture, Search Engine Results Page content, on-page content, UX/UI design ideas, analytics reporting, Google Ads, Google Tag Manager
- Worked directly with developers, designers, Atlas Copco corporate leaders, and nano-purification solutions' company leaders

Drupal Website Update | The National Law Review | www.natlawreview.com   **Dec 2021-May 2021**

- Worked directly with Technical System Director to design new layout for website update
- Utilized WCAG best practices, UX/UI, and graphic design when coming up with layout ideas

PROFESSIONAL EXPERIENCE

Web Designer | VELUX North America | Fort Mill, SC (Hybrid)   **Dec 2023-Present**

- Planned, managed, and executed a new website project for the company on a new domain, and optimized web content for SEO
    - o   Improved web traffic, pageviews, and site sessions by 150% within 6 months
- Created and implemented guidelines to ensure website content adheres to brand and accessibility standards
- Developed and maintained content management systems (CMS)

Web Content Specialist | Atlas Copco/nano-purification solutions | Charlotte, NC (Remote)   **May 2022-Dec 2023**

- Planned, managed, and executed a new website project for the company on a new domain, and optimized web content for SEO
    - o   Improved web traffic, pageviews, and site sessions by 150% within 6 months

- Created and implemented guidelines to ensure website content adheres to brand and accessibility standards
- Developed and maintained content management systems (CMS)

Web Manager / Web Content Specialist | The National Law Review | Hinsdale, IL   **May 2021 - May 2022**
- Format articles, blogs and webpages with HTML, photos and infographics
- Strategize content based on Google Analytics data, geographical targeting and SEO keyword planning
- Co-Host, Producer, Audio Engineer, and Music Composer for [Legal News Reach podcast](); writer on editorial staff
- Oversee other employees on the team as Web Manager; typically 3-4 people

Legal Industry | Norfolk, VA and Charlotte, NC   **Oct 2014 - May 2021**
- **Family, Criminal, and Traffic Paralegal** - The Olsinski Law Firm PLLC (Jun 2020 - May 2021)
- **Personal Injury Paralegal** - Decker, Cardon, Thomas, Weintraub, & Neskis, P.C. (Jan 2019 - Jun 2020)
- **Deputy Clerk & Courtroom Clerk** - Norfolk Circuit Court (Apr 2016 - Jan 2019)
- **Technical Writer/Compliance Handling** - Glasser and Glasser, PLC (Oct 2014 - Mar 2016)

Communications Coordinator | Old Dominion University | Norfolk, VA   **Feb 2014 - Oct 2014**
- Social media manager, web writer & editor for the VP of Student Engagement & Enrollment Services (SEES)
- Web design & content management for university departments as needed, digital marketing support for student organizations as needed
- "Electronic Communications" subcommittee leader - discussed best practices, new technologies, and developed new ideas for reaching the student body, utilizing our 22 departments under SEES

Lab Assistant/Team Lead | Information Technology Services (ITS) Old Dominion University | Norfolk, VA
Jun 2011 - Dec 2013
- Direct assistant to the ITS Computer Lab Manager
- VeraLab/LDAP monitoring and assistance
- IT ticket resolution & help desk services
- Employee training & payroll
- Equipment & software maintenance

LICENSES & CERTIFICATIONS

- Technical Support Fundamentals Certificate | [Google]()
- Google Analytics 4 Essential Training Certificate | [Linkedin]()
- Become an SEO Expert Certificate | [Linkedin]()
- SEO: Keyword Strategy Certificate| [Linkedin]()
- Understanding User Needs Certificate | [University of Michigan]() (Coursera)
- Introduction to User Experience Principles & Processes Certificate | [University of Michigan]() (Coursera)
- Fundamentals of Graphic Design Certificate | [California Institute of the Arts]() (Coursera)