

Jessica Scheck - Resume

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EDUCATION

University of North Carolina - Chapel Hill | Chapel Hill, NC

Sept 2023-Mar 2024

Certificate - Full Stack Coding Bootcamp

Relevant Skills: 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
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PROFESSIONAL EXPERIENCE

Web Designer | VELUX North America | Fort Mill, SC (Hybrid)

Dec 2023-Present

- Managed multiple company websites: veluxusa.com, velux.ca, commercial.veluxusa.com
- Handled multiple web projects and tasks at once and completed them prior to due dates more than 60% of the time
- Go-to for SEO best practices, content ideas, and WCAG guidelines for accessibility

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
 - 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)