# Jeremy E. Muniak - Full Stack Developer/ Senior Recruitment Consultant
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LinkedIn || Portfolio Site (Work in Progress) || Github Page

## Summary:
*Full Stack Developer with a background in I.T. Recruiting and life-long dedication to learning. Effective at combining creativity and problem solving to develop user-friendly applications. Known among staff for strong wit and attention to detail no matter the complexity of the project.*
*Seeking a position as a Software Engineer where I will make a meaningful impact at a dynamic business, with upstanding values, through my skills and education with Full Stack Development techniques and technologies, while continuing to learn new skills and contributing to the growth of the company as well as my own professional abilities.*

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**Soft Skills:** *Software Training, Leadership/Management, Microsoft or Mac environments, Certified SME in Outlook 2013, problem-solving troubleshooting, analyzing information, excellent written or verbal communication.*

**IT:** *IT Support, Certified skills in Git & Github version control, HTML, CSS, ES5 & ES6, Object Oriented Programming, JavaScript, jQuery, Node.js, Express.js, Handlebars, Angular, React JS, Bootstrap, Materialize, Firebase, SQL, Sequelize, MongoDB, Mongoose, TypeScript, Java, Python and more!*

## Professional Experience:
**University of New Hampshire – Portsmouth, NH. June 2019 – Present** *(6 month Bootcamp program)*
**Full Stack Development Bootcamp Honors Student**
*Professional Development and Training Bootcamp offered by UNH. Graduation in early December 2019.*
*A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Firebase, Node Js, MySQL, MongoDB, Express, Handelbars.js & ReactJS.*
**Achievements:**
- Graduating with an A average for consistently meeting deadlines and specifications on numerous assignments and group Projects.
- Fostered a passion to be a lifelong learner along with the drive and the skills needed to be successful as a software engineer and a positive team member with the potential to develop into an industry and community leader in time.
- Numerous activities and assignments completed to specifications.
- **Group Project 1: Super Search! || Git Repo**
  - **Summary:** Have you ever wanted a place to search for movies and see whether or not they are available for streaming and on which platform like Netflix, Hulu, etc. ? Super Search is the app that dynamically looks for movies based on a title search that the user inputs and returns information on all the movies with that title and where you can watch them if possible. It's also a great way to find new movies that you might not have even known about.
  - Assigned and excelled in the role of Team Lead on the project.
  - Technologies used included HTML, CSS, JavaScript, Materialize, AJAX API requests, CORS (cross-origin resource sharing), Postman, and this was deployed using GitHub Pages.
- **Group Project 2: Valhalla || Git Repo**
  - **Summary:** Valhalla is a mobile app and web app that allows the user instant access to all their D&D characters in a responsive interface. It stores your characters "in the cloud", hence the name Valhalla, to protect them from ever being lost. Campaign, convention, meetup - no matter where, you can share and play all your characters with other D&D players.
  - Full Stack Engineer and Presenter for the group project.
  - Technologies used included HTML, CSS, JavaScript, jQuery, EJS, Bootstrap, Node.JS, MYSQL, Express, Sequelize, AWS (Amazon Web Server), bcrypt, User Authentication with Passport.

**Certify, Inc. – Portland, ME. January 2018 – July 2019** *(1 year, 6 months)*
**Talent Acquisition Partner**
*Named one of the Best Places to Work in 2015, 2016, 2017 & 2018 Certify is disrupting the world of expense management with a simple and innovative cloud-based solution that's scalable for companies of every size and industry.*

- As a Talent Acquisition Partner in Portland, ME HQ, my role was to drive employer branding and the entire candidate pipeline, for all open job requisitions, across 3 brands, for international offices located throughout the US, Canada and in the UK. Demonstrated the highest level of customer service and courtesy for each candidate in the process. Reported directly to the Chief People Officer of the combined brands.
- Directly responsible for implementing a new ATS software system, Lever, and creating all templates and SOPs to increase the efficiency of the candidate flow, from the application stage through the interview process. By using my skills combined with my leadership's support I created new best practices that have been successful in elevating the candidate experience and employer brand in meaningful ways. Large emphasis on Employer Branding initiatives such as networking events, career fairs, recipient of a Propel Initiate Award, involvement with local university alumni such as sponsoring Women in Leadership, and the Portland Chamber of Commerce, and a number of other career development opportunities.
- My accomplishments while in this role were numerous, I single-handedly filled more positions in the company than anyone in its history and was a key partner in the launch of Certify's U.K. location in London. 10 new hires within one month as a one-man department in a variety of positions throughout various departments, locations, and levels of the organization. The GlassDoor rating for the overall company and interview process sored while driving new employer branding techniques and the launch of a new ATS system while overhauling or creating every departmental screening template, and managing the talent pipeline for all positions within the multi-brand international organization.

**Kelly Services – Contract to Certify – Portland, ME. January 2018 – May 2018** *(5 months converted to FT)*
**Contracted Recruiter**

- As a Recruiter at Certify, Inc. my primary role is to source and screen applicants against a variety of open job requisitions while demonstrating the highest level of professionalism.
- Performed as a full cycle corporate recruiter handling 10-15 jobs at a time of various skill sets and levels, from Customer Support up to Sales Directors with complete autonomy.
- Due to my performance and dedication, I was converted to a full-time employee of Certify, Inc. in May of 2018.

**Mountain, LTD. – New Gloucester, ME. September 2015 – December 2017** *(2 years, 4 months)*
**Telecommunications Recruiter / IT Administrator**

- Full cycle agency recruitment within the Telecom Engineering and IT industry sectors specifically with a variety of positions under those umbrellas in several varied geographic locations that would often add additional challenges.
- Exceeded expected Revenue goal of $575,000 by more than $550,000 in the first year, over double the goal. This demonstrated an invaluable ability to learn quickly and hit the ground running while juggling additional responsibilities on the side such as training new hires and the IT Administrator duties shown below.
- IT Administrator duties in addition to regular Recruiting duties for Mountain over a year and a half, until they had the approval to hire a full-timer for these duties. Upon hire, I was immediately recognized as the "go-to person" for a resolution to technical issues around the office. IT duties, as needed, ranged from; setting up new computers/workstations, responding to general support requests, utilizing a remote desktop connection to access workstations nationwide as needed, accessing the active directory, etc. all in addition to the day to day recruiting activities and goals. As the Outlook 2013 SME for Mountain, LTD. I trained new employees on the use of Outlook 2013 with a self-made PowerPoint.

**InterSpec, Inc. – South Portland, ME. May 2015 – September 2015** *(5 months)*
**Sales Engineer**
- Hunted in a 100% new business B2B SaaS environment through B2B prospecting to sell the SaaS solution of an Architectural Software Developer called InterSpec, Inc. into C-Level Executives, Principals, and Business Owners within the Architectural industry.
- Successfully created my own pipeline through prospecting methods within general industry research, LinkedIn, and Salesforce.

**Advanced Enterprises Inc. – Westbrook, ME. March 2014 – April 2015** *(1 year 2 months)*
**Independent Sales Associate**
- Top Performing Salesman: achieved the RTS *(road to success)* award among other achievements such as winning an all-expense paid weekend trip with the other top performing sales and management members of the organization.

**Certifications & Education:**
- Full Stack Development Bootcamp - The University of New Hampshire *(Graduationin Dec 2019)*
- CS50 (Computer Science) - Harvard University Online *(Completion in early 2020)*
- Python Bootcamp 'Zero to Hero' - Udemy.com courses *(Completion in early 2020)*
- VTEC Training in Portland, ME. - Microsoft Outlook SME Training *(Completed)*
- State of ME Department of Professional & Financial Regulation, Bureau of Insurance - Life & Health Insurance Certification *(Expired)*
- Highschool, Freeport, ME. *(Graduated with Diploma)*

**Volunteering:**
- Maine Boys to Men Leadership Program - R.S.V.P. *(Reducing Sexism and Violence Program)*
- Mentor, and Student Program Board at Freeport High School

**Other Activities and Interests:**
- Built a top end Gaming PC successfully with no supervision as an independent project to learn more about A+ certifications.
- Woodworking and carpentry. Model building, aircraft models, other technical models.
- Aviation beginning at the age of 10: Successfully took off, flew and landed multiple single engine prop planes under the direct supervision of a Licensed Flight Instructor at various small airstrips in Maine.