

# John Tannous

Granada Hills, CA | (818) 519-9991 | john.tannous97@gmail.com

## EDUCATION

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### Full-Stack Development Certification

UCLA Coding Bootcamp  
Los Angeles, CA

Completed: February 2022

### Bachelor of Arts in Economics

University of California, Riverside  
Riverside, CA

Graduated: June 2020

## SKILLS

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**Programming Languages:** HTML, CSS, Javascript, Node.js, MySQL, Mongoose, MERN

**Expertise:** Microsoft Office, Adobe Creative Cloud, Google Web Designer, Quickbooks

**Language(s):** Armenian (Fluent), Arabic (Intermediate)

## EXPERIENCE

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**J.P. Morgan Chase**, Northridge, CA

December 2020- July 2021

### Associate Banker

- Built lasting relationships with new and existing customers to sustain high satisfaction ratings and retention, also increased the sales of new products.

**Moss & Co**, Northridge, CA

September 2020 - December 2020

### Assistant Property Manager

- Contacted, toured and leased 3 units within the first two weeks of employment.
- Developed new systems of filing and organization which reduced complaints and increased tenant retention.

**Jack Access Control**, Northridge, CA

February 2015 - April 2020

### Office Manager/Job Site Supervisor

- Maintained office services by organizing office operations and procedures, preparing payroll, and designing filing systems.
- Installed and repaired commercial motor gates and entry systems.

**Wells Fargo**, Riverside, CA

July 2019 - January 2020

### Teller

- Handled each and every client with great courtesy and delivered exceptional customer service.
- Identified client needs and referred financial products and services.

## PROFESSIONAL INVOLVEMENT | VOLUNTEER ACTIVITIES

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**Lebanese Collegiate Network**

May 2019 - April 2020

West Board Treasurer

- Provided detailed and transparent bookkeeping of all transactions in file.

**Phi Kappa Psi Fraternity**

May 2016 - March 2020

Graphic Design Chair

- Designed and Distributed various designs and logos for Events, Philanthropies and the organization.

**Associated Students of the University of California (Riverside)**

October 2015 - June 2016

Vice Chairperson of Diversity Council

ASCC on Sexual Harassment and Assault Prevention Member

First-year Fellow of External Affairs

- Created seminars and events using app design and other technology to educate the student body on various important social issues.