# **Diane L. Jones**

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## SUMMARY

A creative, engaging, full stack developer with a passion for front-end development and UI Design. Specializes in customer satisfaction through teamwork and maintains a commitment to exceed expectations. Actively pursuing opportunities to provide programming skills, leadership ability, and enthusiasm to a fast-paced environment as a full-stack developer.

**SKILLS**

* Languages / Frameworks

Bootstrap, CSS, HTML, Angular Material, jQuery, JavaScript (JS), TypeScript (TS), Es6, AngularJS, AJAX, Node, Express, MongoDb, Mongoose, Passport, WebAPI

* Technologies

VisualStudio, Git, MVC, NPM, Bower, Atom, SPA Design, Dependency Injection, Repository Pattern, Heroku, mLab

* Other Skills

Agile Methodologies, SCRUM, Unit Testing, Management, Accounting, Auditing, QuickBooks, Financial Statements, Ledger Preparation, Cash Flow Management

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**Hotel Webpage project**

This project is a flexbox responsive website which is built with HTML5, CSS3 and JavaScript.

<https://jonesdl-2785.github.io/larington-hotel/>

**Business Webpage Project**

This project is a responsive website which is built with only HTML5 and CSS3.

https://jonesdl-2785.github.io/business-webpage/

**Image-Gallery-HTML-CSS**

HTML and CSS (some JS) Image Gallery

Simple image gallery created with HTML, CSS and some JavaScript.

https://jonesdl-2785.github.io/image-gallery-html-css/

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**2018 – Udacity**

Front-End Web Developer Nanodegree Program

**2018 –** **Woz U, Online**

Certified Software Developer

**2013 - Art Institute of Pittsburgh Online**

Associate of Science, Web Design and Interactive Media

**2007 -** **Keller Graduate School of Management, A Devry University School, IL**

Master of Accounting and Finance Management

**2004 -** **Charter Oak State College, New Britain, CT**

Bachelor of Science, Individualized Studies

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**DL Jones Accounting and Bookkeeping**

01/14 to Present

Remote contract accounting services for clients several industries including, but not limited to; Medical, Dental, Retail, Construction, Manufacturing and Non-Profit small to large business.

* Create financial statements.
* Analyze financial statements.
* Perform business evaluation.
* Set up accounting books.
* Establish bookkeeping system.
* Auditing.
* Financial Analysis.
* Accrual and Cash Accounting.
* Quickbooks (Online/Desktop).
* Freshbooks.
* Writeups.
* Payroll.

**Aetna Life Insurance Company**, Hartford, CT

**Senior Plan Sponsor Services Consultant**

10/04 to 03/17

Conducted extensive reviews of finance inquiries for finance department and provided resolutions and/or updates on variance issues.

* Implemented effective strategies to consistently meet key monthly, quarterly and yearly metrics at 98%-100%.
* Researched outstanding account balances and distributed reports to supervisors and plan sponsor services consultants to update ands.
* Managed book business comprising 85+ Select Accounts (100-500 members) and Key Accounts (500+members).
* Managed billing and eligibility for plan sponsors, brokers and internal constituents.
* Utilized necessary aging reports to manage assigned book of business, including Statements of Account (SOAs) and Rolling Discrepancy Reports (RDRs).
* Worked with sales, underwriting, group Insurance (GI), EZ Link, ASC (self-insured) billing area, Flex/Individual Billing Administration (IBA) billing and eligibility team, installation area and Implementation Manager as necessary to resolve any rate or service fee concerns (obtain a new QID or Rate Communication Form).