

# Julian Jones

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## SUMMARY:

Web Developer with a passion for pushing the boundaries of web development and creating immersive digital experiences. Skilled in front-end technologies with Japanese influences, and project management. I am committed to delivering cutting-edge and dependable solutions.

## PROFESSIONAL EXPERIENCE

### Forklift Operator

Sep '21

Best Buy | Bolingbrook, Illinois

- Safely and efficiently operated a forklift to pick products for distribution to trucks
- Scanned products for the accurate fulfillment of orders and ensured proper documentation
- Delivered products to trucks in a timely manner and maintained inventory records
- Utilized handheld scanners to track inventory and monitor stock levels using computer systems.
- Ensured accurate records and efficiently managed warehouse operations.
- Ensured accurate records
- Managed warehouse efficiently
- Collaborated with the warehouse team to organize and maintain inventory, optimizing space utilization and ensuring product availability.
- Participated in regular cycle counts and inventory audits to ensure accurate inventory management
- Identified discrepancies in inventory through detailed analysis and reporting
- Implemented effective corrective measures to maintain and improve inventory accuracy

### Project Manager/Web Manager

Sep '19

Freelance | Homewood, Illinois

- Provided professional project management for several clients' non-technical eCommerce websites
- Managed and executed project management for clients' YouTube channels
- Handled project management for clients' creative services
- Oversaw and coordinated project management for clients' organizational projects
- Acquired new clients through networking and freelance platforms such as Fiverr.
- Managed the onboarding process for new clients, implementing project management methodologies and creating project plans with clear deliverables and measurable results.
- Conduct regular meetings with clients to assess the status of deliverables
- Review project plan adherence and ensure projects are delivered on time
- Effectively manage and ensure timely delivery of projects within allocated schedule and budget constraints
- Handle set-up of clients' social channels on YouTube, Facebook, and Instagram

### Junior Project Manager Intern

May '19 - Aug '19

Telelingua | Larchmont, NY

- Managed multiple international and medical translation projects from start to finish.
- Created, edited, and delivered quotes assigned by the clients
- Assigned translators to translation projects
- Assigned revisions of the translations
- Oversaw the distribution of purchase orders to key stakeholders both internal and external
- Coordinated the placement of translations in various mediums such as PowerPoint, PDFs, subtitles, and videos.
- Authored scripts for voiceovers, ensuring accurate translation tracking through Tilt.

## EDUCATION

### Web Developer Certification

Jan '22 - Jul '23

OpenClassrooms | Online

Learned Html, CSS, Javascript

Learned proper backend techniques like SQL Databases, schemas, and server configuration

### Bachelor of Arts and Sciences

Aug '14 - Dec '18

University of Missouri-Columbia | Columbia, Missouri

KEY SKILLS

- audits
- cycle counts
- eCommerce
- fica
- Project Management
- warehouse management
- Adobe Photoshop
- Adobe Premiere Pro
- CSS
- HTML
- JavaScript
- Microsoft Office
- SQL Database
- Web Development