

Justin Jose

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<https://justinclairk94.github.io/officialportfolio/>

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Summary

Creative Frontend Developer based in Chicago, IL. As a recent graduate I am eager to continue to sharpen and learn new languages and tools to help further my career as a web developer. Currently seeking opportunities to utilize my knowledge and creativity to help create solutions that will benefit your company.

Skills and Qualifications

- HTML, CSS, Javascript, jQuery, Node.js.
 - API, Ajax, JSON
 - Intermediate in Microsoft Office including Word, PowerPoint and Excel
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Education

Northwestern University	Chicago, IL
Coding Bootcamp, Full stack Web Development	May 2019

Northeastern Illinois University	Chicago, IL
Bachelors of Science in General Business Administration	May 2017

Employment History

Global Immigration Associates, P.C.	Chicago, IL
<i>Immigration Paralegal</i>	December 2017 to Present

- Prepare immigrant and non-immigrant visa petitions, including H-1B, L-1, Employment Based Green Card, and TN case types for major corporations filing with the U.S. Citizen and Immigration Services (USCIS) and Department of Labor (DOL)
- Review and edit all forms, client Letters of Support, Request of Evidence responses and PERM Audit responses for the U.S. Citizen and Immigration Services and Department of Labor
- Communicate regularly with clients and foreign nationals regarding procedural and case processing matters

Chicago Land Auto Insurance Consultants	Elmwood Park, IL
<i>Assistant Manager</i>	May 2017 to December 2017
<i>Customer Care Representative</i>	August 2016 to May 2017

- Hire, manage, and train potential employees
- Conduct all opening and closing procedures for the office
- Overlook daily financial accounts to ensure accuracy
- Review and enter client contracts into Quotepro Premium Finance System
- Conduct auto insurance quotes for current and perspective clients
- Expand and retain customer relationships by providing quality service
- Handle cash, check, and virtual credit card transactions