

Nicky Kirkendoll

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Experienced in leveraging digital tools such as GoHighLevel, Google Suites, Canva, and Docusign for streamlined operations and robust online branding.

EXPERIENCE

Remote — Technical Project Manager (Web Design & Development)

August 2023 - present

Architected the foundational framework for Fraud Guard, epitomizing a synthesis of strategic foresight and entrepreneurial expertise. Conceived and executed a sophisticated user-centric digital interface, institutionalized streamlined operational workflows, and orchestrated targeted digital marketing endeavors, leveraging a curated suite of advanced digital tools to cement a distinguished brand presence.

Remote — Technical Project Manager (Web Design & Development)

June 2023 - September 2023

Orchestrated comprehensive project lifecycles for The Deed Factory, ensuring timely execution and alignment with strategic objectives. Led the design and development of a sophisticated web interface, incorporating integrations like JotForm and Stripe, while emphasizing a user-centric approach. Pioneered digital marketing campaigns across major platforms to amplify brand awareness and fostered robust relationships with key stakeholders, leveraging a suite of premium tools to enhance operational efficiency and solidify the company's digital footprint.

Remote—Technical Project Manager (Web Design & Development)

January 2023 - Present

Undertook comprehensive research on regional prerequisites for mental health education and partnered with esteemed institutions to assemble a compliant, diverse course catalog. Designed and implemented a user-centric website, integrating the Teachable platform for seamless course interaction, and addressed evolving platform dynamics with tailored coding solutions. Oversaw the project's full trajectory, consistently aligning with established benchmarks and fiscal parameters, while fostering transparent stakeholder engagement. Delivered the project surpassing client anticipations and achieved a notable 50% reduction in projected development timelines.

SKILLS

Web Development
SEO Content
HTML, CSS
JavaScript
FHA/VA Loan Auditing
Title Research
Compliance
Property Closing Procedures
Attention to Detail
Team Collaboration
Customer Service
Document recording
Research
Report Generation & Analysis
Training & Development
User-Centric Design
Responsive Web Design
Navigation & Layout Design
Custom Coding Solutions for UX Enhancements
GoHighLevel Integration
Canva Branding
Implementations
JotForm Integration for Web Forms
Stripe Payment Gateway Integration
Teachable Platform Integration
Workflow Structuring & Streamlining
Social Media Marketing (LinkedIn, Facebook, YouTube)
Brand Awareness & Engagement Strategies
Online Presence & Brand Consistency

Government Insurer/Auditor, FBC Home Mortgage, LLC - Remote

Oct 2020 - July 2022

Reviewed entire loan process for all FHA and VA files in a timely manner for completeness and accuracy and ensured the policies and procedures were being met according to FHA, VA and company guidelines

Processor, State Title - Melbourne, FL

Nov 2018 - Oct 2020

Managed a seamless closing transaction between the lender, notary and borrower. Obtained and researched necessary documentation such as public title records, examined and verified their accuracy, submitted title applications, ensured filing is compliant with local, state, and federal regulations, and monitored the progress of applications to receive a clear title.

Property Research and Closer, American Title, LLC - Palm Bay, FL

April 2016 - Nov 2018

Researched public records through county and additional websites. Facilitated closings with lender, notary and borrower. When not conducting a closing, I assisted other teams by disbursing, assisting with reports or scanning, tracking and mailing recorded documents

Health Ins Advisor, USHA Health Advisors- Remote

October 2015 - April 2016

Provided service to clients' changing insurance needs by selling health insurance

Post-Closing Specialist, Dependable Title - Melbourne, FL

May 2015 - July 2015

Researched property records for liens and releases

Auditor, Parsifal - Melbourne, FL

January 2015 - April 2015

Audited national moving contracts against federal, state, and local legal requirements, managing remediation.

Team Lead, Wingspan - Palm Bay, FL

February 2013 - December 2014

Co-Managed team on project audits, reports, remediation, and training.

Quality Specialist/Investor Relations, Chase - Palm Bay, FL

September 2010 - February 2013

Organized, audited, and completed final modification documents.

Customer Service Rep, Nicor Gas - Sycamore, IL

April 2008 - July 2010

Handled Inbound calls involving complex credit and billing inquiries, investigate high bills, analyze customer credit status, quote amount due, authorize extensions, and make arrangements for payment of past due bills, final bills, and returned checks.

Certificates

★ META/Coursera- Remote

Intro to Front Web Development with REACT/Programming with JS

★ University of California/Coursera - Remote

JavaScript Basic to Intermediate Class

★ Johns Hopkins University/Coursera - Remote

HTML, CSS, and JavaScript for Web Developers Certificate