
Nicole Kirkendoll

Front End Web Developer

Algonquin, IL | (321) 405-8171 | Kirkendolled2020@gmail.com

Portfolio: <https://kirkendolled.github.io/Portfolio.github.io/>

Github: <https://github.com/Kirkendolled>

Self taught problem solver with a 20 year detailed background in auditing and administration looking for a new career in front end web development.

Skills

HTML5 , CSS3, JavaScript, Visual Studio Code, Github, Sublime Text, React.js, Lodash, JQuery, Node.js, Bootstrap.

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

Professional Experience

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.