# **Jane Scott** Programmer, Author

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### **Professional Competencies**

* Used Discord to coordinate and facilitate online meeting sessions for clients in different locations across different time zones.
* Used Excel to track time management and schedules for sessions, as well as data within sessions
* Used Excel to write scripts and formulas to monitor information to keep within company standards
* Used company systems to process sales and handle sensitive client information accurately
* Used HTML, CSS, and JavaScript to design portfolio website
* Created data entry systems using Java
* Also knowledgeable in: C, Python, SQL

### **Work Experience**

##### **Self-Employed | Game Facilitator** | Jan 2019-Present

##### **Admiral Insurance | Customer Service Representative** | Jan 2023-Mar 2024

##### **Crazy Maple Studios | Content Writer (Chapters)** | Jun 2019-Jan 2023

### **Education**

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| **Nova Scotia Community College** IT Programming (Current) |  | **Neptune Theatre School** Musical Theatre Foundation Program |