

# JENNIFER FAYE

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## SKILLS & ABILITIES

- HTML5, CSS3, JavaScript, jQuery, Bootstrap, Materialize, Node.js, Git
- Efficient and reliable, detail-oriented, with strong written communication skills. Proficient in Final Cut Pro, iMovie, Photoshop, Word, and Excel. Diversified skill set utilizing both creative and analytical strengths, including excellent organizational and multitasking skills.

## EXPERIENCE

### **Administrative Assistant, MamaBebe** **2013 – Present**

*Minneapolis, Minnesota*

- Work within Wordpress to add and edit content and troubleshoot
- Data Entry
- Proofreading

### **Photo Organizer, The Memory Locket** **2017 – 2019**

*St. Paul, Minnesota*

- Transferred and organized client photos to digital storage devices
- Worked with clients, listening to their needs, and helping them with organizational challenges

### **Co-founder, Solace for Mothers** **2008 – Present**

*St. Paul, Minnesota*

- Designed and maintain website
- Manage social media account

### **Survey Developer, The Birth Survey** **2007 – 2010**

*St. Paul, Minnesota*

- Collaborated with team members
- Assisted in development and execution of survey
- Analyzed collected data for presentation of results

### **Processor, Mackin Library Media** **2000 – 2004**

*Burnsville, Minnesota*

- Worked with a team to process books for school libraries
- High attention to detail in performing tasks and catching errors
- Created new tools used for processing more accurately

## EDUCATION

### **University of Minnesota Coding Bootcamp – St. Paul, Minnesota – June-December 2019**

- Full Stack Web Development Certificate.

### **St. Catherine's University – St. Paul, Minnesota – 2009-2010**

- Two semesters of sociology. Maintained a 4.0 grade point average.

## REFERENCES

### **Sharon Storton**

416-700-6909

### **Catherine Burns**

612-227-3071