

Towana De Jesus

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Skills

Programming Languages: Python, C++, Java, JavaScript, HTML, CSS

Software: Adobe XD, Spark, Illustrator, Lightroom, Sketch

Soft skills: Adaptable, Program management, Communication, Teamwork, Problem- Solving

Education & Achievements

American Military University

2020

Bachelor of Science in Mathematics – Operation Research

GPA: 3.9/4.0

Medals: Air Force Achievement, AF Outstanding Unit, National Defense Service, Global War on Terrorism

Employment

City of Jersey City – UI/UX Designer

October 2020 - present

- Managing city's website ensuring fidelity of the back-end infrastructure.
- Designing and developing low to high end fidelity user interface website wireframes and prototypes.
- Works closely with graphic designer and web manager for website redesign to create a better user experience.
- Creates monthly Google Analytics reports to review user interactions, traffic, and develop solutions.

City of Jersey City - Procurement Analyst

September 2019 – October 2020

- Prevented fraudulent activity in procurement card program by managing Bank of America's corporate card system.
- Acted as liaison and maintains open lines of communication among senior leaders, middle management, and BOA.
- Managed the city's 900+ fixed assets in the Asset Works system to maintain the 100% rating in the annual audit.
- Created 20% of new procurement card policies and procedures to ensure sound fiscal and managerial controls.
- In charge of inputting and updating vendor information in the FOW system to maintain an error-free system for purchase orders.

City of Jersey City - Accounting Intern

May 2019 - August 2019

- Managed financial reporting to meet critical month-end closing deadlines.
- Prepared and assembled daily bank statements and general ledger reconciliations, along with voucher processing in preparation for city council's meeting.
- Trained other entry-level employees in accounting processes and bank reconciliations.
- Designed and produced training handbook for accounting personnel.
- Audited 2+ years of bank reconciliations and accounting error.

IRS - Tax Intern (VITA)

February 2019 - April 2019

- Successfully obtained the IRS advanced certification to prepare tax returns related to individual, family, pension, stocks, etc.
- Prepared 50+ accurate federal and state tax returns for qualified taxpayers - claimed all eligible deductions and credits.
- Consulted site coordinators for final review of completed tax returns.
- Served as subject matter expert in tax and forms W2, 1099MISC, 1099R, SSA, SSI, 1099G, and 1099INT to taxpayers.

United States Air Force Reserves - Executive Assistant

August 2015 - June 2020

- Assisted various departments in the day to day operations and prioritizing the commander's projects.
- Managed personnel file database to ensure update to date files.
- Prepared reports, memos, letters, financial statements, and other documents, using word processing, spreadsheet, database, or presentation software.
- Conducted research, compile data and prepare papers for consideration and presentation.

United States Air Force - Dental Laboratory Technician

July 2012 - August 2015

- Produced 189 removable appliances valuing at \$39,000, vital to clinic's \$13.3 million yearly productions.
- Monitored HAZCOM/safety standards and conducted infection control inspections.
- Trained and supervised 6 dental residents on laboratory technique in facial moulage requirements.

- Exceeded production goals by 45%, fabricating 218 prostheses valued at \$82,000, directly supporting the clinic's dental care valued at \$26.9 million.
- Evaluated the safety program by updating the 140 material safety data sheets, 13 personnel training forms, and 2 safety bulletin boards contributing to David Grant Medical Center's three-year Joint Commission accreditation.