

Puja Moore

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SUMMARY

Self-taught front end developer with experience in JavaScript, HTML, Bootstrap, and CSS. Ability to solve problems and complete tasks in a timely manner. Eager to focus on complex problems while finding ways to maximize user efficiency.

SKILLS

- Front-End Skills: HTML5 & CSS
- JavaScript
- OOP
- jQuery
- Bootstrap
- GitHub
- Problem-Solving
- SEO

EDUCATION

freeCodeCamp - Front End Developer

May 2022 - December 2022

- Certificate: Responsive Web Design
- Certificate: JavaScript Algorithms and Data Structures

PROJECTS

1. JS Calculator: Built a calculator using JavaScript methods such as `addEventListener()`, for loops, OOP, and functional programming. HTML and CSS were used for the content as well as the design.
2. Built a personal portfolio using Bootstrap, HTML5, and CSS.
3. CSS Cards for a Blog: HTML/CSS
 - a. CSS Grid
 - b. Transitions and Transforms
 - c. Hover selector

WORK-HISTORY

SENIOR TITLE EXAMINER - PARTIAL REMOTE

Chicago Title Insurance Company - Cincinnati, OH

Aug 2020 - Nov 2021

- Summarize and reference recorded documents such as mortgages, judgements, and deeds on the title commitment.
- Navigate multiple technology systems to process and interpret client information.

LEGAL ASSISTANT - PARTIAL REMOTE

Tushar Chotalia Law Office - Chicago, IL

Feb 2018 - Jan 2020

- Reviewed purchase agreement for the client to ensure all deadlines are met.
- Assisted in maintaining contact with the home inspectors, loan officer, and listing or selling agent.

PROPERTY MANAGER

PMR Companies - Chicago, IL

Sep 2017 - Jan 2018

- Review residents account information to answer any questions pertaining to billing.
- Provide tech support to residents regarding the online portal.

TITLE EXAMINER

Alliance Title Corp. - Chicago, IL

Jan 2016 - Jan 2017

- Review surveys for any encroachments.
- Draft Warranty Deeds and Trust Agreements for the attorney to review.

TITLE EXAMINER

Saturn Title - Chicago, IL

Aug 2014 - Dec 2015

- Examine individual titles in order to determine if restrictions, such as delinquent taxes, will affect titles and limit property use.
- Examine deeds to determine if there is a break in the chain of title.