

# ALLEN JO

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## TECHNICAL SKILLS

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**Programming Languages & Databases:** JavaScript, Ruby, HTML, CSS, SQL, PostgreSQL, SQLite

**Frameworks & Libraries:** React JS, Ruby on Rails, Node JS, Sinatra, RESTful APIs, Active Record

**Tools:** Git/Github, Sass, NPM, Visual Studio Code, Postman, Heroku, Netlify, Excel(Pivot Tables, VLOOKUP, INDEX/MATCH), Salesforce, Adobe Photoshop

**Certifications:** Salesforce Certified Platform App Builder, Salesforce Certified Administrator

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## PROFESSIONAL EXPERIENCE

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### IMPERIAL DADE

Jersey City, NJ

*Senior Contracts Specialist*

*Aug. 2021-Jan. 2022*

- Supervised a team to ensure contract renewals, extensions, and amendments were uploaded into internal analytics cloud software
- Oversaw the onboarding process for new team members which included technical training and tracking key milestones
- Composed accurate monthly reports to send out to vendors for rebates of over \$10 million dollars
- Coordinated with over 30 vendors serving as the point of contact for all contractual communications and commitments

*Contracts and Pricing Specialist*

*Jan. 2019-Aug. 2021*

- Evaluated ideal contract pricing and coordinated with sales team to maximize company profit margins
- Achieved the highest total volume of contract renewals within the team attributed to consistent quarterly performance
- Analyzed internal data using Excel to ensure contracts comply with company goals and standards
- Conducted pricing support review that captured an average of over \$5000 monthly missing rebates

### DREW & ROGERS

Fairfield, NJ

*Business Analyst Internship*

*May 2018-Dec. 2018*

- Coordinated, created, and provided reports to management while manipulating data using pivot tables and functions
- Developed frameworks to address data, analytics, and strategy development needs
- Conducted, interpreted, and presented market research for prospective investments
- Analyzed and imputed all aspects of account/assets information to ensure conformance with company policies and a high level of customer satisfaction

### EASYKNOCK

New York, NY

*Business Development Internship*

*Jan. 2018-May 2018*

- Extracted qualitative and quantitative data from targeted market segments to optimize revenue growth
- Performed market research analysis on industry trends and competitive landscapes leading to an increase in customer base
- Collaborated on special projects for sales and marketing development to generate leads

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## EDUCATION

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### FLATIRON SCHOOL

New York, NY

*Full Stack, Software Engineering Program*

*Jan. 2022-Apr. 2022*

### RUTGERS UNIVERSITY – SCHOOL OF ARTS AND SCIENCES

New Brunswick, NJ

*Bachelor of Arts, Economics*

*Sept. 2014-Dec. 2018*

- Minor: Business Administration