

# Ayanna Rose Banks

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## SKILLS

**W3Schools JavaScript Certification** (in progress; expected date of completion 06/2021)

- JavaScript
- HTML
- CSS
- Bootstrap
- Unit Testing with Mocha
- Git

## JOB EXPERIENCE

*Training Participant (in progress)-* **Generation Junior Web Developer Program**

February 2023 - July 2023

- Participating in an 11 -week, 350+ hour Junior Web Developer program that emphasizes hands-on practical application
- Learning the fundamentals of JavaScript, programming fundamentals, developer tools, git and problem solving

*Training Participant -* **G{Code} House Junior Web Developer Program**

August 2022 - December 2022

- Participated in an 16 -week, 380+ hour Junior Web Developer program that focuses on preparing participants to enter the tech industry through coding
- Learned CSS and HTML, the basic principles of JavaScript, programming fundamentals, developer tools, git and important networking

*Office Assistant-* **Northern Ohio Affordable Housing Agency**, Cleveland, Ohio

September 2016 - May 2022

- Undertook general administrative duties as specific projects required.
- Constructed documents and assisted with the construction of business proposals and contracts within the company's software.
- Managed and oversaw the work of independent contractors, who were hired to do various small jobs.
- Ensured the overall productivity of daily operations and maintained the functionality of the office in the absence of my superior.
- Organized and filed client paperwork and input client information into our databases.
- Answered phone calls, maintained calendar appointments and kept records.
- Orchestrated our monthly birthday and holiday letters to our active clientele.

*Office Intern-* **Northern Ohio Affordable Housing Agency**, Cleveland, Ohio

September 2015 - September 2016

- Assisted with the day-to-day functions of the office as directed by the agency director.
- Assisted in the creation of files for incoming clients and maintained the general organization of the office.
- Answered phone calls and navigated general questions and concerns of the clientele.
- Scheduled appointments & meetings according to the staff's schedule.
- Maintained a professional and friendly environment with customers.

## Education

**Cleveland Heights High School** - Cleveland, Ohio

Diploma , May 2016