**Bhavna Jain**

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**Job Objective**

I am seeking an opportunity as a full-stack developer. Strong at approaching problems and solving them as efficiently as possible. I can work either in groups or as an individual contributor alone. I am currently pursuing a full stack development course at GA Tech.

**Skills**

* Node.Js, Express, JavaScript, jQuery, React.js, React Native, GIT, Github, MongoDB, MySQL, SQL Server, Firebase HTML, CSS, Bootstrap, Media Queries, APIs, JSON, REST, AJAX, PowerBI Dashboard, ASP .NET
* The command line, Computer Science fundamentals, Writing tests
* Office 365, G-Suite, Outlook, SharePoint, JIRA, Confluence

**Education**

2005 – BS - Computer Science. DAVV, Indore, India; University gold medalist and topper for four consecutive years

**Projects**

**Worth the Watch**

* Worth the watch helps the user decide what movie to watch tonight with a link to the trailer and recent search history

**Job History**

**Jan 2021 - Current Cumming, GA**

**Office Manager at Endocrinology and Diabetes of Georgia**

* Patient check-in and insurance paperwork processing, Maintaining bills and invoices, email/faxing the paperwork to patients/doctors/insurance

**Jan 2021 - Current Cumming, GA**

**Marketing Assistance to a Financial Advisor (part-time role)**

* Customer onboarding handling, Relationship, and lead development
* Setup brokerage and investment accounts, Document trades, investment selections

**Jan 2019-Jan 2021 Cumming, GA**

**Administrative Assistant at IT Startup**

* Client project allocations for the developers; Schedule appointments with the customer, vendor, and new hires. Prepare periodic reports on the project financials, presentation for project bidding, logging minutes of meetings, organize information by customer/project/bids

**Jul 2004- May 2005: Startup Khandwa, India**

**Development & Quality Assurance**

Document requirements and Quality assurance testing on a Hospital Management website. The application helps the hospital track patient’s information, generate invoices and prescriptions, and print monthly/annual revenue reports.

* Development of the website in ASP .NET, SQL Server, JavaScript, jQuery, HTML, CSS