Chloe Javen

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University of Oregon Double Major Economics Graduate targeting an entry level position. Quick learner, hard worker with a strong command of detail orientation. Proficient knowledge in statistics, mathematics, and analytics. 4 years of experience in researching, interpreting, and analyzing data structures. Experience in fast-paced and high pressured environment with proficiency in Microsoft Office including Word, Excel, PowerPoint, and Outlook.

Key Skills

Applications: Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Adobe Photoshop, Adobe Illustrator, Visual Code, pgAdmin, GitHub, R Studio, HTML, CSS, JavaScript, jQuery, MySQL, SQL, Cypress.io, and React JS

Systems: Microsoft Windows and Macintosh

EDUCATION

2015-2019   University of Oregon – Eugene, OR

Received: Bachelor's Degree in Economics

Economics

- Economics Micro + Macro
- Industrial Organization Economics
- Econometrics I, II
- Business Calculus I, II

Computer Science

- Modern JavaScript
- Complete jQuery Course
- The Ultimate MySQL Bootcamp
- React (Incl Hooks, React Router, Redux)

WORK EXPERIENCE

October 2021-
December 2021

Community Associate
(International Workplace Group: SPACES)

- Assembled Accounts Receivable + Retention weekly reports
- Coordinated mailroom filing system for client's mail/packages
- Worked closely with Sales Operations to relay interested client's information, set up tours and manage office availability floor-plans
- Responded to client's queries through emails and phone calls

September2020-
June 2021

Web Developer
(EndFrame Labs LLC)

- Collaborated with senior level developers to provide customer with the best quality web pages
- Maintained workflow optimization by allocating time skillfully
- Created reflexive HTML, CSS and JavaScript files for desktop and phone users
- Oversaw debugging, testing, and regular updates/upgrades to ensure the maximum efficiency
- Researched new web technologies, including software and hardware developments and recommended changes in design, software and hardware

June 2015 -
March 2020

Server (Through College)
(Tony P's, Buffalo Wild Wings, Holy Taco)

- Managed time efficiently
- Processed customer payments
- Dealt with customer problems with a positive attitude
- Assisted colleagues during rush periods to promote teamwork, while providing exceptional service and guest dining experience