

Courtney Downs
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Objective:

Out-of-the-box problem-solving Web Developer looking to utilize passion for learning and coding, paired with excellent interpersonal skills to obtain a junior web developer position.

Education:

- **Eleven Fifty Academy, Web Development Immersive Learning Program, Indianapolis, IN, November 2021**
 - 6-month, a part-time immersive learning program for Web Development taught with industry-guided curriculum, real-world project-based learning, and 850+ hours of logged coding time , personal coding time, and training.
- **Lindenwood University, MFA in Creative Writing, St. Charles, MO, August 2017 to August 2019**
 - Took classes with an emphasis on Creative Nonfiction, such as Screenwriting, Narrative Journalism, and Creative Nonfiction Craft Foundations.
- **Lynn University, Bachelor of Science in Psychology, Boca Raton, FL, December 2014**

Competencies & Functional Skills:

Problem-solving, troubleshooting, creativity, visual communication and design, customer service, critical observation and thinking, organization, written and verbal communication, addressing and resolving challenges, outgoing, go above and beyond, positive team member, passionate, life-long learner

Technical Skills:

Languages: JavaScript, Node.js, React.js, HTML, CSS, Bootstrap, Reactstrap
Databases: SQL and NoSQL Server
Operating Systems: OSX, Windows 10
Office Tools: MS Office (Word, Excel, PowerPoint, Outlook),
Web Technologies: Heroku & Firebase deployment, APIs, session validation, responsive web design

Eleven Fifty Academy Technical Projects:

- **Courtney Downs' Personal Website** courtneydowns.github.io/courtney-downs-portfolio/
 - Utilized HTML 5, CSS 3, Bootstrap 5, and JavaScript to design & build my personal website
- **Potterverse** <https://potterverse-fan-site.herokuapp.com/>
 - Utilized React.js, Reactstrap, React-Bootstrap and NodeJS with database associations
- **InstaPet** <https://jsg-jsg-front-instapet.herokuapp.com/>
 - A group collaboration using Node.js, React.js and Reactstrap

Professional Experience:

Accounts Payable and Payroll Specialist, Department of Revenue at the State of Indiana, November 2019 to present

- Repair and maintain vendor relationships
- Track invoices for payment in a custom created spreadsheet
- Input and process vouchers in PeopleSoft Financials for payment
- Write a Finance column for the monthly agency newsletter
- Troubleshoot employees' and supervisors' payroll issues
- Prepare and process payroll biweekly in PeopleSoft HR
- Track late timesheet submissions in custom created spreadsheet