

**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 500+ hours of logged 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

**Technical Skills:**

**Languages:** JavaScript, Node.js, React.js, HTML, CSS, TypeScript, 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/](https://courtneydowns.github.io/courtney-downs-portfolio/)
  - Utilized HTML 5, CSS 3, Bootstrap 5, and JavaScript to design & build my personal website
- **Buffy the Vampire Slayer API** <https://buffy-the-vampire-slayer-api.herokuapp.com/>
  - Utilized HTML 5, Bootstrap 5, CSS 3, and NodeJS to create an API
- **InstaPet** <https://jsg-jsg-front-instapet.herokuapp.com/>
  - A group collaboration using NodeJS, React and Reactstrap

**Professional Experience:**

Accountant 3, 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