**Courtney Downs**

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Indianapolis, IN

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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:**

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| **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/**](https://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/**](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/**](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

**Awards and Recognition:**

* DOR Prize, Department of Revenue, 2020: A peer driven nomination and award, this was received for resolving a years long issue with one of our vendors
* Learning Award, Eleven Fifty Academy, 2021: Voted on by my peers, this award represents the drive to acquire and refine knowledge and skills that lead to continuous self improvement