

# Dominique L. Duncan

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404.379.5579

Ellenwood, GA

Recent Auburn Grad with a passion for visual design and programming, seeking a full-time opportunity to broaden my skills and become part of a creative team.

## Education

Bachelor of Science in Biology  
December 2017  
Northern Illinois University

Bachelor of Computer Science  
August 2020  
Auburn University

## Multimedia Coordinator

Fox River Affordable Housing Co. | Elgin, Illinois

June 2018 – Present (currently working remotely)

- Coordinating all aspects of print and electronic publications
- Oversees branding and graphic design projects
- Managing social media content, engagement and ads
- Managing and directing email correspondence with clients
- Working with web designer/developer to manage website content
- Managed video production and editing for promotional media
- Served as staff photographer at events and ceremonies

## IT Intern

Astyra Corporation | Richmond, Virginia

Summer 2019

- Gained experienced troubleshooting common IT issues in MAC OS
- Learned networking theory, mapping, equipment, setup and management for a small sized network
- Gained practical experience operating and managing a VoIP system
- Assisted in development of IT documentation and procedures
- Learned basic cable and wire management skills
- Contributed to blog and social media content creation

## Executive Assistant

Clesia Ventures, LLC | Elgin, Illinois

April 2017 – June 2018

- Scheduled appointments and conference calls
- Managed accounts receivables and invoices
- Assisted with presentations and preparation of materials
- Conducted banking deposits

## Skills

### Most Experience:

HTML5      Node.js  
CSS3      Express.js  
JavaScript      SASS  
Bootstrap

### Some Experience:

Java      Swift  
Python      Git  
C#      PHP  
MySQL

### Other Skills:

Photography  
Photo/Video  
Editing  
Microsoft Office  
Figma & Sketch  
Adobe Creative Suite  
Final Cut Pro &  
iMovie

### Codepen |

<https://codepen.io/ddlatice>

### Blog |

[www.codewithdom.com](http://www.codewithdom.com)

### Github |

<https://github.com/ddlatice>