Dina Jarkas

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Objective

A driven team player seeking a programming position to apply systematic and analytical skills to help the company accomplish its goals. Looking for a fast-paced environment with room to learn and grow with the company.

Skills

- **Coding:** HTML, CSS, JavaScript, Node.js, React, MySQL
- **Microsoft Office:** Excel**,** PowerPoint, Word, Access, Outlook
- **Interpersonal:** Problem Solving Abilities, Communication, Leadership, Creative, Critical Thinker
- **Languages:** Arabic

Projects

- **Social Injustice**
- **Ecommerce**
- **HOPEhacks**
- **Website Redesign**

Experience

Road To Hire   Charlotte, NC   *November 2021 - current*
Coding Apprentice
- Applying the coding skills learned to complete various projects.
- Professional development skills by giving speeches and participating in meetings.

Monroe Middle School   Monroe, NC   *August 2021 – November 2021*
Math Tutor
- Assisting in teaching mathematics during class to students in sixth, seventh, and eighth grade.
- Tutoring students independently or in small groups based on the needs of the classroom.
- Engaging the students by coming up with creative ways for them to learn.
- Offered an additional tutoring program after school.

Sonic Automotive   Charlotte, NC   *June 2021 – August 2021*
Director of Impressions
- Answering phone calls and directing people to the correct department.
- Generating a retail report each day using excel and access.
- Front office receptionist duties.

AvidXchange   Charlotte, NC   *August 2020 – May 2021*
Payment Representative
- Processing e-payments daily on behalf of clients and displaying skilled communication
- Reaching quota and beyond for the number of payments.
- Working with and researching clients to get the correct information, as well as researching vendor information to successfully process payments

JML Energy Resources LLC   Charlotte, NC   *August 2019- July 2020*
Office Manager
- Managing office procedures and operations.
- Calculating days end, organizing financial aspects of the company (taxes, sales forecast, breakeven analysis, cash flow, expenses budget).
- Make sure the company is running smoothly and all employees are managed.

Education

University of North Carolina at Charlotte
Bachelor of Science, Business Analytics   *December 2020*
- Select Coursework: Programming for Business Analytics, Marketing Analytics, Business Analytics I & II, Business Information System Analysis & Design, Management Information Systems.

Minor in Mathematics   *May 2020*
- Select Coursework: Calculus I, Calculus II, Matrices and Linear Algebra, Differential Equations, History of Mathematical Thought, Applied Regression.