# Jack Carleo

134 Railroad Ave, Salisbury MA (01952)
(978)–519-6707 – jackcarleo1@gmail.com

**Portfolio Site:**
https://jackcarleo.vercel.app/
**LinkedIn:**
https://www.linkedin.com/in/jack-carleo-41695423b/
**GitHub**:
https://github.com/du693

**OBJECTIVE**

Entry Level Developer

**EDUCATION**

**Providence College -** Class of 2017-2021 (Providence, RI)
Bachelor of Sociology

**Division I Cross Country/Track & Field (2017-2021)**
- Committed 30 hours a week to athletics as a student-athlete.
- Worked alongside coaches to create a competitive, cohesive, and successful team as a senior leader.

**SKILLS**

**Software:** GitHub, Adobe Illustrator, Microsoft Office, Tableau, RStudio,
**Frameworks:** Flask, React, Next.js, Tailwind CSS,
**Languages**: JavaScript, Python, SQL, R, CSS, HTML
**Certifications**: Google Data Analytics by Google: DDDM, data cleaning/analysis, visualization using Tableau and R.
Python for Everybody by University of Michigan: Web scraping, database structuring, API's, data interchange with JSON/XML.

**PROJECTS**

**Job Scraper Flask Application**
- Created a flask application that prompts the user to enter their desired job title and returns compiled results from different job boards in a readable format.

**Bella Beat Case Study: Fitbit Data Analysis**
- Cleaned and merged hourly/daily Fitbit data using R.
- Produced an RMarkdown report on trends found in fit bit data that would be beneficial for a company's market entry strategy.

**Portfolio Website**
- Built a mobile-friendly React application with Next.js and Tailwind CSS.
- Incorporated fluid CSS/JS animations into the site and displayed an understanding of the principles of design.

**EXPERIENCE**

**Retail Sales Associate – Marathon Sports (March 2023-Currently employed)**
- Provided excellent customer service by assisting customers in finding suitable footwear, apparel, and accessories for their fitness needs.
- Developed a strong knowledge of the products and related tech.

**Customer Service Representative – Analog Devices (2022 - February 2023)**
- Gained proficiency in SAP & Microsoft Office by regularly working to reduce invoice discrepancies, organize forecast orders, and create/edit sales orders.
- Utilized Microsoft Teams and Outlook for efficient communication with customers and coworkers.

**Kitchen Supervisor - American Flatbread (2021-2022)**
- Experienced kitchen supervisor with a strong culinary background. Skilled in managing staff and overseeing operations.