

GENE DUNCAN

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<https://github.com/duncangw1> | Portfolio: <https://duncangw1.github.io/Portfolio>

Full stack web developer with an Accounting/Finance background working towards a professional certificate through UNC Chapel Hill. Excellent problem-solver with a keen eye for detail that thrives in a collaborative environment. Proven quick learner that is passionate about programming with a clean, logical flow to provide great user experiences within scalable applications. I am most excited by the continuous drive to expand my skills and the desire to create applications with a meaningful purpose.

TECHNICAL SKILLS

Languages: JavaScript ES6+, MySQL, MongoDB, CSS3, HTML5

Applications: GitHub, Heroku, Postman, Robo 3T

Tools: Express, Sequelize, Node.js, jQuery, Moment.js, Bootstrap, Materialize, Inquirer, Jest

PROJECTS

Begin Your Adventure | Click to View: [Github Repository](#) | [Active Demo](#)

- Summary: National park locator broken down by the user's searched State.
- Role: Back end developer, Front end bug fixing
- Tools: HTML, CSS, Materialize, JavaScript, jQuery, OpenWeather API, NPS API

Weather Dashboard | Click to View: [Github Repository](#) | [Active Demo](#)

- Summary: Weather app that provides current and future weather forecasts in cities input by the user.
- Role: Sole author
- Tools: HTML, CSS, Bootstrap, JavaScript, jQuery, Moment.js, Font Awesome, OpenWeather API

Team Profile Generator | Click to View: [Github Repository](#) | [Video Demo](#)

- Summary: Allows for easy creation of a professional team profile page using CPI.
- Role: Sole author
- Tools: HTML, CSS, Bootstrap, JavaScript, Node.js, Inquirer, Jest

PROFESSIONAL EXPERIENCE

Finance Manager & Operations Assistant
Southern Pine Woodworking LLC

Sep. 2017 - Mar. 2020
Southern Pines, NC

Key Accomplishments:

- Maintained financial data using Quickbooks Online and Quickbooks Desktop Enterprise to provide accurate and immediate access to any and all information

- Processed payables and receivables on a weekly basis, ensuring a profitable stream of revenue each week and the payment of invoices in a timely manner
- Soft closed books on a monthly basis and performed detailed analysis of the monthly financial statements to determine financial health for management
- Hard closed books annually, constructed the annual budget, and assisted the company CPA with end of year adjusting journal entries to secure the accuracy of financial records for tax purposes
- Tracked the flow/status of inventory and analyzed inventory demands, equipping the production manager with projections for future manufacturing needs
- Analyzed production data to determine manufacturing efficiency and worked with the team to improve our process at every level to maximize allocated resources
- Assisted with raw material acquisition and vendor sourcing to ensure competitive pricing, reducing the cost of our largest expense by 50% without diminishing product quality
- Assisted with the logistics and shipping processes to make sure final product safely reached customers, providing confidence to customers and promoting repeat business in the future

Cashier

Nov. 2015 - Nov. 2016

Harris Teeter

Pinehurst, NC

Key Accomplishments:

- Efficiently operated the cash register to improve customer flow
- Interacted with customers, ensuring an inviting atmosphere
- Directly aided in the customer's shopping needs to promote customer retention

Cashier

Oct. 2013 - July 2014

Dick's Sporting Goods

Aberdeen, NC

Key Accomplishments:

- Kept work area clean and presentable
- Handled returns and/or damaged items
- Worked comfortably as a team to provide the best shopping experience possible

Deli Associate

Aug. 2012 - Mar. 2013

Food Lion

Carthage, NC

Key Accomplishments:

- Prepared a variety of foods while following approved procedures
- Cleaned and sanitized work areas, equipment, utensils, and dishes
- Received, stored, and took stock of food supplies

EDUCATION

Certificate, Full Stack Web Development – University of North Carolina

Remote

Associate's Degree in Accounting – Sandhills Community College

Pinehurst, NC

References available upon request.