

CONTACT



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(202)290-5682



Washington, DC

PORTFOLIO WEBSITE

<https://efremt31.github.io/Portfolio>

EDUCATION

TEMPLE UNIVERSITY
PHILADELPHIA, PA

*Broadcasting,
Telecommunications & Mass
Media, B.A.*

SKILLS

- HTML5
- CSS3
- JavaScript
- React
- Bootstrap
- GIT/NPM

Efrem Tuquabo

PROFESSIONAL SUMMARY

As an entry-level front-end developer with a passion for building responsive and user-friendly websites, I possess a solid grasp of HTML, CSS, and JavaScript. My eagerness to learn and collaborate, combined with a strong attention to detail, makes me an asset to any team looking to create innovative and intuitive digital experiences.

PROJECTS

Job Board Website Landing Page

<https://github.com/efremt31/new-gig-site.git>
<https://efremt31.github.io/new-gig-site/>

Multiple Choice Image Matching Game

<https://github.com/efremt31/quiz-project.git>
<https://efremt31.github.io/Quiz-Project/>

API Powered Movie Database Website

<https://github.com/efremt31/up-next.git>
<https://efremt31.github.io/up-next/>

React Note Taking App

<https://github.com/efremt31/memosapp.git>
<https://efremt31.github.io/memosapp/>

WORK HISTORY

PEER REVIEW COORDINATOR

AMERICAN PSYCHOLOGICAL ASSOCIATION
WASHINGTON, DC
July 2021 - Present

- Manages manuscript submission process for assigned portfolio of journals, from initial author submission through peer review, to post-acceptance preparation for production

- Delivers data and statistics on submitted and accepted manuscripts, time in review and other key performance markers to editors and staff as needed
- Conducts onboarding for newly acquired journals, and editor or staff transitions
- Provides technical support and troubleshooting to authors in the peer review system
- Monitoring incoming manuscripts and maintaining standards of ethics, administering plagiarism checks, and forwarding results to editors
- Assists with the development of appropriate training materials
- Work as a team with production editors and associate publishers to develop journal-wide solutions for issues such as editorial lag and backlog

EDITORIAL ASSISTANT/PERMISSIONS COORDINATOR

AMERICAN PSYCHIATRIC ASSOCIATION

WASHINGTON, DC

May 2016 - July 2021

- Reviewed and independently analyzed submitted copyright documents
- Implemented antipiracy procedures and reduced counterfeit products
- Served as primary contact person for permissions related inquiries in manager's absence
- Processed accepted manuscripts, preparing them for editorial and production workflow
- Determined editor assignments for journals and monitor queues, while assuring efficient processing of manuscripts

OFFICE AUTOMATION ASSISTANT (CONTRACTOR)

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION

WASHINGTON, DC

May 2016-July 2021

- Assured the adequacy and completeness of documents prepared by the EEOC and other parties for litigation
 - In preparation for mediation, assisted in negotiation settlements with legal representatives
 - Archived files in accordance to FOIA standards
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