

Jessica Fletcher

Located in: Eagle Mountain, UT
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Personal Bio

- I am in search of a web development career after completing my SLCC Web Development Certification. I'm hoping to improve through practice, experience, and working with others. My previous life experiences have taught me critical thinking, perseverance, and creativity. These skills will be an excellent foundation to help me succeed in the field of web development.
 - I completed my major in Music despite deciding not to pursue a long-term career in Music. I felt it was more important for me to finish my degree before having kids so it would open doors for me in the future once I decided which direction to go.
 - My professional experience is a little mismatched because I have gaps from becoming a mother after graduating from my university. I am working towards a career I will love, and web development feels like an excellent mix of my strengths in creativity, organization, and continual learning.

Education

- Music Bachelor of Arts Degree: August 2011- December 2014
 - Brigham Young University

Professional Experience

- Office Manager at Prattland Music Adventures: March 2021- Present
 - Manage music lesson scheduling and billing
 - Contact potential and current clients through phone, text, and email
 - Work with music teachers to find substitutes or reschedule students
 - Maintain office cleanliness and restock needed supplies
 - Help resolve client concerns
 - Maintain management documents and spreadsheets
- Teacher's Aide: February 2020- May 2021
 - Follow teacher instructions for lesson plans
 - Keep students focused on tasks
 - Maintain student safety at recess and in the classroom
 - Teach students to read, write, and do math
- Etsy Store: January 2016- Present
 - Sell custom crochet dolls
 - Discuss customer vision for desired product
 - Construct product and update customer to ensure it matches their vision
 - Ship product to customer

Technical Skills

- Typing
 - 66WPM
 - Limited Errors
- Office Software Skills
 - Word
 - Excell
- HTML & CSS Basics
- Music Performance
 - Proficient in Clarinet
 - Intermediate in Piano, Violin, and Saxophone
- Music Education
 - Took music education classes
 - Taught private music lessons
- Fiber Arts
 - Crochet
 - Pattern Making
 - Sewing
 - Embroidery

Core Competencies

- Time Management
 - Completing projects within deadline
 - Set-up reasonable timeline to achieve goals
- Self-Motivation
 - Eager to work
 - Self-starter
- Organization
 - Orderly workspace, files, and planning
 - Keep track of schedules and make plans that work for everyone
- Self-Improvement
 - Goal oriented
 - Enjoy the learning process
 - Looking for different ways to be more effective and efficient
- Customer Satisfaction
 - Prioritize kindness
 - Clear communication
 - De-escalate difficult situations

Portfolio of Projects

- Billy Loomis 20-inch Doll
 - Crochet
 - Needle Felting
 - Machine sewn flannel shirt
- Spider Man 20-inch Doll
 - Crochet
 - Embroidery
- Star vs. the Forces of Evil 8-inch Doll
 - Crochet
 - Multiple color changes
 - Lace weight yarn crochet details

References

- Carla Pratt
 - Prattland Music Adventures Owner
 - Manager
 - carla@prattlandmusic.com
- Barbara Nelson
 - 1st Grade Teacher
 - Co-worker
 - barbaranelson@alpinedistrict.org
- Robin Brunner
 - Computer Science Teacher
 - Co-worker
 - rbrunner@alpinedistrict.org