Jacob Oakley

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(918) 257-1677

LinkedIn / GitHub / CodePen / Twitter

Skills

Front-end Development / Web Design / HTML 5 / Bootstrap / Foundation / CSS3 / JavaScript / React.js / Three.js / Blender / Git / Command Line / jQuery / Ajax / API / Agile / Kanban

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Education

Rogers State University | Claremore, OK (918) 343 - 7777
Bachelor of Technology in Applied Technology *December 2014*

Experience

Rural Sourcing Inc | Oklahoma City, Oklahoma
Web Consultant *November 2018 – Present*

- Web Consultant
  - Consult for a vehicle research firm
  - Created and updated features
  - Fixed bugs and defects
  - Worked in an Agile team using Kanban
  - Technologies Used
    - JavaScript: Javascript, TypeScript, Angular 1.5
    - CSS: Stylus, SASS
    - HTML: Handlebars
    - Repositories: Github, Bitbucket
    - Confluence
    - Jira
    - Jenkins
- IT Liaison
  - Set up Workstations
    - Macbook Pro or Windows Machine
    - Dock
    - Dual Monitor
    - Web Cam, Headset, Keyboard and Mouse
  - PXE booted computers for re-imaging
  - Used ethernet switch to enable and disable ethernet ports at workstations
  - Inventory computer equipment stock
  - Request new hardware when needed
  - Used ticketing system to identify needs in OKC office, communicate with requestor, and close tickets that were completed
  - Troubleshoot connectivity issues
  - Troubleshoot hardware issues
- Technical and Cultural Interviewer
  - Provide technical interviews up to Analyst level Frontend Web Developers
  - Setup laptop for interviewee assessment (1 hour timed coding assessment)
  - Provide Cultural interviews for potential colleagues in different discipline areas or above Analyst level Web Developers

- ○ Completed over 45 interviews
- Team Tech Lead
  - ○ On-board new team members to the client
  - ○ Provide feedback on team members to their managers and the clients OKC delivery manager
  - ○ Provide technical help if needed
  - ○ observe skill level and colleague interaction and make suggestions on placement in projects
- Manager
  - ○ Manage 4 employees across two development centers
  - ○ Compare current skills and skill level to the skills and skill levels needed for promotion
  - ○ Update evaluation worksheets with their accomplishments
  - ○ Identify areas where mangee is strengths and weakness
  - ○ Create plan with mangee to help them increase their skills
  - ○ Identify additional duties (eg. mentor, instructor, cultural ambassador) where they can help the Development Center

U.S. Army Reserve (Active Duty) | El Paso, Texas | Secret Security Clearance
Observer Controller Trainer (OC/T) *January 2018 – Oct 2018*
- Instructed and trained Soldiers
- Evaluated Soldiers' competency on Warrior Tasks
- Completed risk assessment
- Insured Safety of Soldiers on ranges with live ammunition
- Certificates earned
  - o Ammo Handler
  - o Combat Life Saver
  - o Range Safety Officer

Express Employment Professionals | Oklahoma City, Oklahoma
Data Specialist *August 2017 – January 2018*
- Collected, organized, and cleaned Data
- Analyzed Data
- Created Dashboards in Excel with graphs and charts
- Created macros in Excel using Visual Basic to automate updating of dashboard
- Created custom formulas in Excel
- Presented Data using video teleconferencing tools

SERCO | Naval Air Station Jacksonville, Florida | (866) 997 – 3726
Human Resources Specialist *October 2016 – June 2017*
- Responsible for implementing and updating Position Classification Library on Total WorkForce Management System (TWMS) for civilian employees of the US Navy
- Collected and organized over 5000 Position Descriptions (PDs)
- Researched Office of Personnel Management for duty descriptions, responsibilities, job titles, and codes
- Reviewed PDs for errors and duplicate PDs with different PD numbers
- Created detailed reports regarding the status of the project
- Trained individuals on the use of the TWMS PD library
- Tracked and reported bugs in the PD library software
- Created and updated Business Rules and User Guide for the PD Library

Capstone Corporation | Naval Air Station Jacksonville, Florida | (703) 683 – 4220
Human Resources Specialist *July 2015 – September 2016*
- Responsible for implementing and updating Position Classification Library on Total WorkForce Management System (TWMS) for civilian employees of the US Navy
- Collected and organized over 5000 Position Descriptions (PD's)
- Researched Office of Personnel Management for duty descriptions, responsibilities, job titles, and codes
- Reviewed PD's for errors and duplicate PD's with different PD numbers
- Created detailed reports regarding the status of the project
- Trained individuals on the use of the TWMS PD library
- Tracked and reported bugs in the PD library software
- Created and updated Business Rules and User Guide for the PD Library

Capstone Corporation | Naval Air Station Jacksonville, Florida | (703) 683 – 4220
Administrative Assistant – CNRSE *February 2015 – June 2015*
- Reviewed and organized workers compensation cases for closed military shipyards
- Created digital copies of information
- Researched and applied DOD regulations on security of sensitive information

U.S. Army Reserve (Drilling Monthly) | Mustang, Oklahoma | Secret Security Clearance
Human Resources Specialist *April 2008 – Present*
- Lead Soldiers in completion of tasks for mission
- Used Microsoft Word, Excel, and PowerPoint to create documentation and reports for use at Division level meetings
- Maintained and organized personnel files
- Maintained and updated Soldiers' records using Human Resources Information System
- Tracked and recorded data pertaining to unit readiness
- Briefed superior's on Soldiers' status
- Researched military regulations
- Mentored junior Soldiers

Volunteer Work

Vets Who Code
Codepen Team *November 2018 – present*
- Team Lead
    o Design and Create Pens on Codepen.io using HTML, CSS, Javascript, and React technologies for the purpose of increasing views of the Vets Who Code Codepen Profile
    o Manage and Collaborate with a team of 4
    o Turn ideas into tasks
    o Create timelines for tasks
    o Evaluate Codepen team members skills and abilities and assign tasks to team member(s) best suited to complete the task
    o Check progress of task and provide help when needed
    o Use Social Media to promote pens in an attempt to get Codepen to put the Pen on their homepage and increase views
    o Represented Vets Who Code on the Programming Throwdown podcast which led to a "sizable donation" to the organization from a tech company heard the episode