

# JAMILLE ROOKS

706-570-5790 • JamilleRooks@outlook.com • <http://www.linkedin.com/in/jamillerooks/>

## PROVEN LEADER | WEB DEVELOPER | COMPLEX PROBLEM SOLVER

Accomplished, motivated, and dynamic leader with experience and expertise in web development, project management, and multifaceted collaboration in fast paced environments. Adept at defining vision, developing strategies, and driving continuous improvement. Career track includes contribution to high-performance work cultures with a demonstrated ability to partner throughout all levels of the organization. Seeking a career change to the Web Development sector. Proud Veteran of the United States Army and United States Coast Guard.

Full Stack Web Developer  
Team Leadership  
Communications  
Training / Mentoring

Operations Oversight  
Interpersonal Skills  
Collaborative Team Building  
Continuous Improvement

Policy Implementation  
Web Development  
JavaScript / HTML / CSS  
React / Node / jQuery

### *Education & Professional Development*

**GEORGIA INSTITUTE OF TECHNOLOGY** | 6-MONTH FULL-STACK WEB DEVELOPMENT CODING BOOTCAMP (GRADUATION JUNE 15, 2022)

**TROY UNIVERSITY** | BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

**CERTIFICATIONS** | LICENSED REAL ESTATE BROKER — STATE OF GEORGIA | SOCIAL SERVICE CASE MANAGEMENT AND SUPERVISION — MUSCOGEE COUNTY | CERTIFIED PARALEGAL — CENTER FOR ADVANCED LEGAL STUDIES

**TECHNOLOGY PROFILE** | HTML | CSS | JAVASCRIPT | JQUERY | REACT | NODE | FULL STACK DEVELOPMENT

### *Professional Experience*

**SPARROW PROPERTY MANAGEMENT | COLUMBUS, GA**

**Property Manager | 2006 - Present**

- Ensure comprehensive evaluation and recommendation of changes in rental pricing strategies per market trends.
- Track and monitor receipt and reconciliation of rent collections per guidelines regarding landlord and resident statutes.
- Collaborate with building owners to strategize improvements to marketing initiatives, business plans, and tenant outreach programs to better minimize vacancy periods.
- Train and mentor talented and diverse teams of leasing agents as needed to keep communications consistent.
- Oversee construction and maintenance projects including communications to leadership regarding project updates, delays, and schedule changes.
- Utilize market knowledge and promotional strategies to drive occupancy to 98%.

**KELLER WILLIAMS REALTY | COLUMBUS, GA**

**Associate Broker | 1997 - Present**

- Work directly with multiple departments to gather research and information including investigation, planning, and case closure.
- Interview clients to identify and prioritize critical information as needed.
- Provide world class customer and client service to address concerns in a timely manner in collaboration with key partners and stakeholders.
- Collaborate with third party contractors and vendors to investigate complaints with appropriate responses.
- Utilize proven and demonstrated knowledge of technology advancements to prepare concise correspondence as needed.
- Ensure proper understanding of the field including Business Law, Property Law, and the Judicial Review Process.
- Support key findings and importance of locating and citing authorities to apply proper closure techniques.

- Plan and organize resources to better assess risk and develop comprehensive action plans to support company goals.
- Author and edit professional memorandums and correspondence to clients including internal and external stakeholders.
- Work directly with legal professionals in concise and professional manner.

***FAMILY CHILDREN SERVICES | COLUMBUS, GA***

***Social Service Supervisor | 2016 - 2019***

- Served as Case Manager to investigate child abuse / neglect complaints ensuring prompt follow up regarding protective services.
- Compiled and gathered records and reports to document case status as needed.
- Evaluated and assessed sensitive data and documents to determine need for community resources.
- Conducted in home visits to better establish level of care and prepare assessments as needed.
- Gathered comprehensive research regarding evidence, client interviews, and preparation of reports per state and federal guidelines.
- Developed and implemented a comprehensive plan in line with case management strategies for closure.
- Worked directly with multiple departments to obtain information for research, investigation, planning, and correspondence.
- Successfully initiated comprehensive legal process for guardianship, protective services, and adoption.
- Utilized proven and demonstrated knowledge of legal concepts and principles including federal and state law, Family Services, and the Judicial Review process.

***TWACHTMAN SNYDER & BYRD | HOUSTON, TX***

***Project Assistant | 1995 - 1997***

- Collaborated with the Project Manager to drive successful life cycle of assigned projects from scope creation through completion.
- Managed project documentation and records uploaded into internal and external claims systems.
- Ensured work authorization, completion certificates, and other required documentation obtained from the clients.
- Oversaw comprehensive work order tasks and purchase orders are completed and uploaded in a timely manner.
- Served as liaison and first point of contact between customers and project management to streamline operations and keep communications consistent.
- Worked directly with Project Management to track project changes and update schedules as needed.
- Tracked all project schedules and logistics in a timely manner to drive streamlined communications.
- Coordinated comprehensive mitigation and restoration work working with in in-house staffing and contractors.

***Additional Experience***

**HENDERSON & HENDERSON | LEGAL ASSISTANT**

**UNITED STATES ARMY RESERVES | PERSONNEL SUPERVISOR**

**COUNCIL ON COMPETITIVE NESS | ADMINISTRATIVE ASSISTANT**

**UNITED STATES GUARD TRAFFIC CENTER | OFFICE MANAGER**