

JAMILLE ROOKS

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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 TECH UNIVERSITY | 6-MONTH FULL-STACK WEB DEVELOPMENT CODING BOOTCAMP (PENDING GRADUATION IN JUNE 2022)

TROY UNIVERSITY | BACHELOR OF SCIENCE IN BUSINESS MANAGEMENT

CERTIFICATIONS | LICENSED REAL ESTATE BROKER – STATE OF GEORGIA | SOCIAL SERVICE CASE MANAGEMENT AND SUPERVISION – GEORGIA | 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

- Develop roadmap and standards for all property technology including access control, tenant engagement, amenity management and building network infrastructure design and delivery.
- Work directly with Development and Construction teams as well as Real Estate Services leaders to ensure all Technology solutions for properties are reviewed and approved for implementation.
- 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.
- Identify industry trends and make recommendations to stakeholders on new technologies that can optimize property level performance.
- Utilize market knowledge and promotional strategies to drive occupancy to 98%.

KELLER WILLIAMS REALTY | COLUMBUS, GA

Associate Broker | 1997 – Present

- Provide world class customer and client service to address concerns in a timely manner in collaboration with key partners and stakeholders.
- Assist home buyers and sellers with property transactions and advise on issues such as price, market outlook, Mortgages, and other information vital to making the best financially sound home purchase.
- Actively seek and solicit clients by promoting brand, networking, advertising and offering services to potentially Interested parties.
- Ensure proper understanding of the field including Business Law and Real Estate Property Laws.
- Negotiate between buyers and sellers to facilitate agreements that best serve both parties involved and maintain the value of the property.

FAMILY CHILDREN SERVICES | COLUMBUS, GA

Social Service Supervisor | 2016 – 2019

- Work directly with multiple departments to gather research and information including investigation, planning, and case closure.
- Served as Supervisor for Family Drug Court (FDC) providing intensive case management services in FDC, to parents who are clients of the Department of Family and Children Services due to substance abuse issues.
- 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 a 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 a 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-house staffing and contractors.

Additional Experience

HENDERSON & HENDERSON | LEGAL ASSISTANT

UNITED STATES ARMY RESERVES | PERSONNEL SUPERVISOR

COUNCIL ON COMPETITIVENESS | ADMINISTRATIVE ASSISTANT

UNITED STATES GUARD TRAFFIC CENTER | OFFICE MANAGER/YEOMAN