

# Janeé Mays

[janee.elise@gmail.com](mailto:janee.elise@gmail.com)

<https://www.linkedin.com/in/janee-mays/>

<https://github.com/janee-elise-mays>

<https://janee-elise-mays.github.io/professional-materials/>

## OBJECTIVE

As a professional with relevant experience in operations, accounting, and data format manipulation, I am seeking a position with a reputable company that has a diverse and evolved setting that will utilize my relevant skills while simultaneously expanding my career development.

## SUMMARY OF QUALIFICATIONS

- Proactive at data analysis; data integrity checks.
- Trusted ability to maintain strong collaborative relationships with business unit and client.
- Highly sought-after multi-tasking and project leading proficiency.
- Efficient and productive at providing training/on-boarding for new hires.
- Well-equipped understanding of quality control measures.
- Accomplished ability to communicate effectively, both verbally and in writing.

## WORK EXPERIENCE

### Nationwide Retirement

**Columbus, Ohio**

Senior Analyst Plan Administrator

July 2018 to present

- Assist in identifying business needs, service requirements, key issues, alternative solutions and resources for the clients and business.
- Conduct research, quality control functions and project work.
- Oversight of proper asset allocation of participant transfer assets received from previous retirement entity.

**Columbus, Ohio**

Financial Services Analyst

July 2014 to July 2018

- Ensured smooth transition of retirement plans coming to Nationwide from competitors.
- Responsible for converting existing loans onto Nationwide's system, uploading retirement source vesting percentages for participants, and uploading Roth basis information for participants with Roth assets.
- Provided quality customer service by demonstrating and understanding customer needs and emphasizing timely responses.

**Tailored Management****Columbus, Ohio***Nationwide Insurance* / Financial Services Analyst

December 2013 to July 2014

- Prepared materials necessary to establish training guidelines.
- Worked closely with management to ensure accuracy and completeness of accounts and records.
- Regularly provided Relationship Manager Audit Support.

**Tailored Management****Columbus, Ohio***Preferred Living* / Sales Agent

August 2013 to November 2013

- Carried out market studies and advertising, both online and in person.
- Preserved positive resident relations through prompt service.
- Maintained a high percentage closing sales ratio.

**Hampton Inn & Suites****Columbus, Ohio**

Front Desk Supervisor

February 2012 to August 2013

- Oversaw busiest periods as night and weekend on-site manager.
- Answered requests pertaining to employee performance scores and hotel satisfaction.
- Managed front desk employees as well as customer relations and service recovery.

**The Woodhouse Day Spa****Columbus, Ohio**

Concierge

January 2013 to April 2013

- Coordinated customer appointments including late arrivals, no-shows and scheduling errors.
- Suggested treatment based on a detailed knowledge of product and service offerings.

**Upper Arlington Parks and Recreation****Columbus, Ohio**

Program and Recreation Leader

January 2012 to October 2012

- Oversighted Upper Arlington Parks and Recreation centers.

Coordinated activities and acted as an ambassador for the Amelito Mirolo Barn.

**EDUCATION****The Ohio State University Coding Boot Camp | Currently Enrolled**

The Ohio State University

**Bachelor of Science | Hospitality Management | Graduated March 2012**

The Ohio State University

**TECHNICAL SKILLS AND LICENSES**

- HTML/CSS/Javascript/Bootstrap
- Iron Mountain, Accurant, IK, OnTrack, PAS, Coconut, Siebel
- FINRA Series 6 License

## Projects

- Use it or Lose it  
An application which minimizes food waste by helping generate a grocery list from selected recipes  
<https://janee-elise-mays.github.io/Use-it-or-lose-it/>  
Languages & Tech Used: HTML, CSS, Javascript, APIs, Bootstrap
- Code Quiz  
A self-guided quiz composed of coding questions.  
<https://janee-elise-mays.github.io/jm-code-quiz/>  
Languages & Tech Used: HTML, CSS, Javascript
- Work Day Scheduler  
A responsive scheduler which logs daily work day activities.  
<https://janee-elise-mays.github.io/professional-work-day-scheduler/>  
Languages & Tech Used: HTML, CSS, Javascript