Jenny Chen

San Francisco, CA | jennc388@gmail.com

Objective

Seeking a position as an apprentice software engineer

Skills & Abilities

*Javascript, CSS, HTML, GIT, Node JS
*Proficient in Microsoft word, Excel, Power point, and 10 key
*Working knowledge of Quickbook
*Detail-oriented
*Excellent analytical skills and problem-solving skills
*Extremely dependable and reliable
*Team player as well as self motivated
*Ability to multi-task

Projects

GitHub: www.github.com/jenc188

Work in Progress

Education

MISSION TECHIES BOOTCAMP -CURRENT
·   Front End and Back End

SAN FRANCISCO STATE UNIVERSITY
San Francisco State University -B.S.Business Administration concentration in MIS-Cum Laude

Employment

Undisclosed Company   09/2010-08/2020

Accounting Clerk

*Assist with year-end audit
*Enter and record information
*Communicate with internal staff
*Generate invoice billings
*Prepare and make deposits
*Send out overdue reminders and any correspondence
*Fix any discrepancies in system records
*Assist with special projects
*Generate Delinquencies Report