Jess Greene

Operations Manager

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Objective

Seeking an entry-level web developer position where I can apply my attention to detail and knowledge to enhance the experience of website users.

Technical Skills

- Statistical Analysis
- Spreadsheets/Microsoft Excel
- Profit and loss accountability
- Statistical Analysis

- VS Code
- HTML
- CSS
- JavaScript

Experience

Senior Operations Manager, REEF TECH INC., February 2018-April 2021

Wrightsville Beach, NC

- Trained, managed and motivated employees to promote professional skill development.
- Limited financial discrepancies, reviewing and approving billing invoices and expense reports.
- Manage revenue, expenses, personnel, and daily operations of Wrightsville Beach's municipal parking program.
- Monthly reports, client bills, presentations and attendance at municipal staff meetings and City Council meetings.

Bar and Front-Of-House Manager, KAMADO GRILLE, March 2015-February 2017

Raleigh, NC

- In charge of ongoing training and development with a focus on employment growth and knowledge.
- Created and taught weekly classrooms to educate the staff on the products currently featured.
- Generated spreadsheets to track sales and determine future purchasing.

Special Education Teacher, MCS NOBLE MIDDLE SCHOOL, January 2008-June 2012

Wilmington, NC

- Taught reading, language arts and social sciences in a self-contained ED and LD classroom.
- Implemented and taught a life skills program for high functioning autistic students.

- Redirected students using Positive Behavior Support (PBS).
- Led activities that developed students' physical, emotional and social growth. Gave one-on-one attention to students, while maintaining overall focus on the entire group.
- Delivered specialized classroom instruction to students with developmental disorders.

Education

BACHELOR OF ARTS

English, University of North Carolina Wilmington, Wilmington NC 2007

CERTIFICATIONS

Teacher's License in Secondary Education

Projects

- **Living in Motion** - Web application designed to allow the user to design their own custom workouts and save them locally to a weekly calendar.

  https://jessgreene9.github.io/living-in-motion/
- **Weather Dashboard** – Web application that allows the user to search for a city and see current weather as well as a 5-day forecast for that city. Cities that have been searched save to local storage and populate for easy navigation in a recently searched section.

  https://jessgreene9.github.io/weather-app/
- **Daily Planner** – An application that allows the user to schedule their workday by hour blocks. Tasks save to local storage and will remain on the screen upon reload of the page. The time blocks are color coded for past, present, and future.

  https://jessgreene9.github.io/day-planner/