

Jessica Haff

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LINKS

[Portfolio](#)

[LinkedIn](#)

[Github](#)

TECHNICAL SKILLS

Technologies – Microsoft Office, Github, Visual Studio Code, Terminal

Programming Languages – HTML, CSS, JavaScript, JQuery, Node,.js

PROFESSIONAL EXPERIENCE

Acuity Brands Lighting ***Inside Sales Representative***

Conyers, GA
October 2018 - Present

During employment I have assisted in the management of Corporate Accounts within Enterprise Solutions. I was promoted from a Customer Care Representative to an Inside Sales Representative on the Walmart Corporate Account in March 2020. I process purchase orders, manage orders and inventory, follow through from placement of order to delivery and installation of material ordered while providing information and customer support to Walmart employees and contractors. I manage inventory, run reports for analysis, and implement new and lean processes to become more efficient and effective, and assist the billing team with reconciling invoices to ensure payment is received on time.

National EMS-Priority Ambulance ***Human Resources/Accounts Specialist***

Conyers, GA
February 2018 – October 2018

During employment I have assured the compliance of policies and procedures concerned directly with OSHA and HIPAA. I have gained knowledge of how to reconcile bank statements, collect and summarize timekeeping information, process payroll, pay federal and state taxes, code invoices and enter them into a general ledger, and communicate with employees about company benefits, such as healthcare and 401k during New Hire Orientation.

EDUCATION

University of Phoenix-Online ***Associate of Arts concentrating in Business Fundamentals*** Graduated with honors

Phoenix, Arizona
July 2017 – October 2019

Georgia Institute of Technology ***Coding Bootcamp***

Atlanta, Georgia
October 2021 – April 2022

References Available at Request