JESSICA F RAINES

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EDUCATION

NASHVILLE SOFTWARE SCHOOL, NASHVILLE, TN – 2014

Javascript, AngularJS, Node.js, jQuery, jQueryUI, Github, Express, MongoDB, Robomongo, Ubuntu, VIM, HTML/Jade, Bootstrap, CSS/SASS/LESS, Mocha/Chai, Jekyll, GruntJS, Coveralls, TravisCI, Trello, NPM, Bower

EXPERIENCE

STUDENT, NASHVILLE SOFTWARE SCHOOL – 2014-PRESENT

Worked on over 60 projects during a 6-month bootcamp utilizing front and back-end development. Projects consisted of both individual assignments, as well as pair programming on team assignments. Tested projects using unit, acceptance and automated testing.

ADMINISTRATIVE MANAGER/FINANCE COORDINATOR, IOSTUDIO – 2012-2014

Managed staff, providing administrative support to several departments throughout the company. Responsible for travel and meeting coordination, policy implementation, credit card reconciliation and accounts payable.

OFFICE MANAGER, ANODE – 2010-2011

Provided administrative support to various departments. Coordinated business travel and meetings. Processed expense reports and reconciled credit card reports. Scheduled office and building maintenance. Worked closely with the President of the company to develop processes and procedures.

OWNER/MANAGER, INDIGO – 2000-2010

Responsible for hiring, training, motivating, scheduling and managing staff. Planned and administered all company meetings and events. Processed accounts payable, payroll and health benefits.

VOLUNTEER EXPERIENCE

HOSPITAL HOSPITALITY HOUSE, NASHVILLE, TN – 2010