

# Jessica Poe

Goal-oriented, proven self-starter with grit and tenacity accompanied with impeccable soft-skills. Experienced working within multi-functional teams in Seattle tech companies.

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## TECHNICAL SKILLS

Ruby | Ruby on Rails | JavaScript | React | HTML | CSS | Bootstrap | MySQL | GitHub | Trello | Scrum Agile Methodology | Heroku

## TECHNICAL PORTFOLIO

### [VegOut!](#)

A web app for the vegan tourist. User authentication and password encryption supported with BCrypt and JWT. **Web front-end:** JavaScript and React. **Backend:** RESTful Ruby on Rails API, Postgres, **Email:** test@email.com **Password:** Test

### [Poems4Kids](#)

A web app created to assist kids in learning how to read by recognizing sight words. **Web front-end:** JavaScript and React. **Backend:** RESTful Ruby on Rails API, Postgres.

### [Campy](#)

An app created to find recreational areas through the National Park Service API. This was created with MVC architecture using the Ruby on Rails web framework. **Username:** Tester **Password:** Test

## PROFESSIONAL EXPERIENCE

**Office Manager** | Shyft Technologies – Seattle, WA | 2018 – 2019

- Hired and managed vendors and purchased company-wide software and licenses.
- Sourced, screened, scheduled, interviewed, and onboarded candidates. Tracked candidate life-cycle using Trello and Smart Recruiters.
- Managed IT to include purchasing and provisioning devices for new hires as well as researching and installing wireless access points.

**Office Manager** | Privateer Holdings – Seattle, WA | 2016 – 2018

- Managed office operations and facilitated two company relocations.
- Coordinated recruitment efforts and managed the onboarding process for new employees.
- Provided executive administrative support to include scheduling, expense reports, and travel itineraries to senior leaders.

**Account Manager** | Avvo, Inc – Seattle, WA | 2013 – 2016

- Managed an average of 300-400 clients while providing the highest level of customer service and support.
- Analyzed data to identify areas of opportunity, created data visualization and explained ROI results to stakeholders using Salesforce and Tableau.

## EDUCATION

**FLATIRON SCHOOL, SEATTLE**

*Immersive Full Stack Web Development*

**UNIVERSITY OF CENTRAL FLORIDA**

B.S. in Marketing