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

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