

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. This app allows a user to create a trip, invite other users to join your trip, search for restaurants throughout the US and Canada and add restaurants to your trip that you'd like to visit! 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. Users also have an opportunity to develop writing and rhyming skills. Click the words in the poem to hear them! **Web front-end:** JavaScript and React. **Backend:** RESTful Ruby on Rails API, Postgres.

[Guest Book](#)

An app created to dynamically attach to any guest book with an Instagram vibe. Users can upload "photo memories" with captions and other guests can browse the memories. **Web front-end:** JavaScript. **Backend:** Ruby on Rails, 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

[King County Pet Finder Video Demo](#)

An app that helps users find lost, found or adoptable pets through the King County API. Technologies: Ruby CLI.

[Debt Dragon](#)

Seattle Def Hacks Hackathon app designed to assist users in paying down their debt. Users have three payment plan options to choose from depending on how aggressively they are looking to tackle their debt. **Web front-end:** JavaScript and React. **Backend:** Ruby on Rails, Postgres.

PROFESSIONAL EXPERIENCE

Student | Flatiron School | January 2019 – May 2019

- Demonstrated ability to learn concepts and utilize newly acquired skills to create full stack projects.
- Worked independently and collaboratively to achieve program milestones.
- Spent over 1200 hours fully immersed in learning how to read, write, design, debug and solve code.
- Wrote and presented technical blogs about Biometrics, CSS framework comparisons, and Agile Methodologies.

Office Manager | Shyft Technologies | 2018 – 2019

- Hired and managed vendors and purchased company-wide software and licenses.
- Researched and implemented HRIS system.
- 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 | 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 | 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