JENNIFER GORDON

FRONT END DEVELOPER

PERSONAL PROFILE

Front End Developer seeking junior role to put to use the web skills I have learned over the past few years and to continue to expand upon those skills. I have experience editing and updating existing websites and dynamic web applications. My excellent attention to detail and ability to learn new skills quickly will make me a great addition to your team.

SKILLS

HTML/CSS
JavaScript/jQuery
Wordpress
Git/Github
Adobe Creative Cloud
Windows & Mac OS
User Experience oriented

CONTACT

(978) 621-7092
github.com/jgordon85
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PROFESSIONAL CAREER

ADMINISTRATIVE ASSISTANT
Foundation Medical Partners | 2018 - Present

- Edited hospital intranet database and maintained updated information for company disbursement.
- Directly supported three Associate Vice Presidents of Operations by managing their complex calendars and handling all levels of scheduling requests, from recurring meetings with managers to cross-organizational retreats.
- Set agenda and confirmed guest speakers at medical division meetings.
- Recorded and prepared meeting notes for distribution.
- Handled all expense and reimbursement requests for seven medical divisions and ensured completeness and accuracy before submission.
- Interacted with all levels of stakeholders to accomplish tasks.

FRONTLINE SUPERVISOR
Boston Children's Hospital | 2013 - 2017

- Managed clinic staff as lead administrator at front desk and delegated tasks to junior administrative staff.
- Ensured timely resolution of scheduling issues, handled patient check-in/scheduling, and was first contact for collaboration with other clinics.
- Handled all requests for provider schedule creation and changes in EPIC EMR software template system.
- Kanban methodology was utilized to created and maintain inventory system for clinic to reduce waste and improve efficiency.
- Developed training documentation for new employees with all policies and procedures of the hospital.

EDUCATION

SKILLCRUSH
Certificate in Front End Development

SIMMONS COLLEGE
Bachelor of Arts in History