

JAMES V. KEEFE, JR.

Dover, NH 03820
Open to Remote Work

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SUMMARY A driven web developer and decorated problem-solver with a background in procurement and public safety. Determined to utilize these skills and experiences to broaden my talents and build functional, approachable, and user-friendly web applications. Reliable team player who has the professional capacity to solve complex problems and mitigate risk while maintaining a clear focus on practical and sustainable solutions.

EDUCATION **SUFFOLK UNIVERSITY** *Boston, MA* 2003 - 2007
Bachelor of Arts, Sociology
Alpha Kappa Delta National Honor Society member

NEW HAMPSHIRE (NH) POLICE ACADEMY May – August 2016
Received police officer certification from the NH Police Standards and Training Council

CAREER FOUNDRY April 2023- present
Full Stack web developer certification (expected October 2023)

SKILLS **CODING LANGUAGES / SPECIALTIES**

- Full Stack web development (MERN)
- Angular
- HTML, CSS, JavaScript, jQuery, Python
- Database fundamentals (SQL / NoSQL)

EXPERIENCE

CITY OF DOVER *Dover, NH*, **TOWN OF FARMINGTON** *Farmington, NH* 2016 – 2023
Police Officer

- Studied, learned, and applied applicable state and local laws and ordinances to serve and protect the community
- Cultivated and maintained positive working relationships with colleagues and diverse community stakeholders through effective communication and community-based policing efforts
- Navigated and resolved complex crises with steadfast professionalism, integrity, and empathy
- Conducted investigations by gathering evidence, interviewing involved parties, and analyzing information
- Drafted reports with observations, actions, and recommendations in accordance with department policies and procedures
- Provided courtroom testimonies to corroborate evidence related to violations against state law
- Trained and evaluated recruits as a certified Field Training Officer in compliance with state laws as well as professional standards adhering to the Commission of Accredited Law Enforcement Agencies (CALEA)

PARADIGM PRECISION *Malden, MA* 2012 – 2016
Material Coordinator/ Buyer

- Coordinated material movement between internal teams and outside suppliers for various aerospace engine components in compliance with ISO 9000 professional standards
- Exercised effective negotiation strategies in a fast-paced environment
- Supervised logistical routes and pathways for driver transportation efficiency

BOSTON FINANCIAL DATA SERVICES *Quincy, MA*
Defined Contribution Service Specialist

2008 – 2012

- Reviewed and analyzed distribution requests for various mutual fund accounts
- Worked with Quality Control department to investigate and resolve discrepancies in client supporting documentation
- Kept apprised of industry-related regulations including the Employee Retirement Income Security Act (ERISA) and the Anti-Money Laundering (AML) Act

PIONEER INVESTMENTS *Boston, MA*
Group Plan Specialist

2007 – 2008

- Supported retirement plan administration in accordance with governing regulations and company policy
- Coordinated with plan administrators and financial representatives to support benefits-related calculations in support of client requests

CERTIFICATIONS

- Defensive Tactics and Physical Fitness Instructor
- Crisis Intervention Responder, specializing in risk mitigation and de-escalation strategies
- Kempo Karate Black Belt (Third Dan)

VOLUNTEER ORGANIZATIONS

- Strafford County Child Advocacy Center
- Cambridge Auxiliary Police
- Harvard Museum of Natural History