**Jonathan Baldree**

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<https://github.com/jlbaldree>

PERSONAL SUMMARY

Hard-working and determined individual who is committed to process improvement and enhancing the internal and external relations. A great communicator with strong analytical and organizational skills. An effective contributor both independently and as part of a team.

TECHNICAL SKILLS

* Microsoft Excel, Word, PowerPoint
* HTML
* Javascript
* CSS
* APIs
* Node.js

PORTFOLIO

[Team Project](https://github.com/arianaw15/Trip-Itinerary) – worked closely with a team on a project to develop a travel planning application using HTML, CSS, JavaScript and APIs.

[Password Generator](https://jlbaldree.github.io/Password_Generator/) – created a password generator application using HTML, CSS and JavaScript

[Code Quiz](https://jlbaldree.github.io/Coding-Quiz/) – created a timed quiz using HTML, CSS and JavaScript. Local storage was also used to track high scores.

PROFESSIONAL EXPERIENCE

Optum Bank

Salt Lake City, UT

Business Operations Specialist

12/2017 to Current

Processes accountholder and employer correction requests pertaining to health savings accounts in compliance with IRS tax guidelines. Reviews procedures to identify process improvements and best practices. Supports daily and monthly inventory reports and provides them to upper management as needed. Builds and maintains macro-enabled excel job aids that assist with and streamline operational functions. Assists with new hire and team training to ensure departmental practices are up to date and uniform.

EDUCATION

Associates: General Studies – Salt Lake Community College – Taylorsville, UT 01/2013 to Current

Coding Boot Camp – University of Utah – Salt Lake City, UT 11/2020 to Current