Jacob Johnson

Administration - Claims Legal Assistant

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Full Stack Developer familiar with a wide range of programming utilities and languages. Earned a web development certificate through the University of Texas Boot Camp. Knowledgeable of backend and frontend development. Collaborative team player with an emphasis on team. Seeking new opportunities to apply new skills and old skills alike.

Skills

HTML, CSS, Javascript, REST, Web APIs, SQL, NoSQL,
GitHub, MongoDB, MySQL, Express, React, Node.js,
jQuery, Material UI, DevExtreme, Materialize, Bootstrap

Projects

React Fest | https://github.com/MERNerds/react-fest | https://react-fest.herokuapp.com/
- Summary: Music Festival hosted in Austin, TX featuring top artists
- Role: Frontend and Backend, created Schedule section
- Tools: React, Express, DevExtreme, Material UI

RVnG | https://github.com/project-2-Glampers/RVnG | https://glampers-rvng.herokuapp.com/
- Summary: RV rental app
- Role: Backend developer
- Tools: Express, Node.js, SQL, bcrypt, Nicepage Web Design

Wags n Whiskers | https://github.com/WagsnWhiskers/wags-n-whiskers | https://wagsnwhiskers.github.io/wags-n-whiskers/
- Summary: Card swiping app that matches a user to a dog for adoption at a local shelter.
- Role: Backend developer
- Tools: HTML, CSS, Javascript, JQuery, APIs, Materialize

Work History

2019-07 - Current   **Administrative Claims Legal Assistant**

Progressive Auto Insurance, Austin, Texas

- Worked alongside attorneys, paralegals, and fellow administrative assistants on complex cases and legal processes.
- Provided PowerPoints for attorneys in meetings and internal training purposes.
- Created Month End reports to manage new cases, ongoing cases, and closed cases for attorneys.
- Created training docs on company processes for use by fellow assistants and paralegals.
- Referred cases to outside counsel, providing file materials to protect Progressive in suits and subpoenas.

2013-02 - 2019-07   **Administration Upload Specialist**

Mood Media, Austin, Texas

- Used APIs in tandem with Oracle software to mass update thousands of customer service contracts and account information.
- Worked directly with Premier Service Managers to re-contract customers or update their current terms per updated contracts.
- Used Microsoft Excel daily to make mass changes such as recurring monthly revenue, net terms, or addresses to Oracle.

Education

2008-08 - 2022-12   **Bachelor of Arts: English**

Texas State University - San Marcos, TX

- Majored in English
- Minored in Film

2021-07 - 2022-01   **Certificate, Full Stack Web Developer**

University of Texas At Austin - Austin, TX

Interests

Co-Host of Horror Movie Podcast 'Jacob & Rhys vs. Evil'

Movie and Video Game Reviews On Screenpunk.net