

# Jacob Johnson

Administration - Claims Legal Assistant

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**Portfolio** jacobljohnson.com

**Github** github.com/jljohnson1454

**LinkedIn** linkedin.com/in/jacobleejohnson

Full Stack Developer and Creative Writer familiar with a wide range of programming utilities and languages, and a knack for quick thinking and working well under pressure. Earned a web development certificate through the University of Texas Boot Camp as well as a Bachelor's Degree from Texas State in Creative Writing. Humbled by positive feedback from employers and colleagues alike for projects undertaken that enhance company workloads and training modules. Knowledgeable of backend and frontend development with skills in MERN, APIs, and PWAs. Excited to work on a development team to write code, discover new technologies, and continue personal development.

## Skills

HTML, CSS, Javascript, OOP, MVC, 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

- Handled high volume of lawsuits and subpoenas with year after year growth, directing them to the appropriate parties.
- Worked alongside attorneys, paralegals, and fellow administrative assistants on complex cases and legal processes.
- Spearheaded presentations for meetings and internal training.
- Volunteered to be member of Career Development Committee and Employee Recognition Committee.
- Drafted training docs on company processes for use by fellow assistants and paralegals.
- Consolidated folders and files on Progressive SharePoint Drive, updating or removing outdated materials
- Accomplished outstanding rapport with outside defense attorneys, providing file materials in concise and timely manner.

2013-02 -  
2019-07

### **Administration Upload Specialist**

Mood Media, Austin, Texas

- Exceeded role in Customer Service and promoted to Upload Specialist, using APIs in tandem with Oracle software to mass update thousands of customer service contracts and account information for popular store brands.
- Coordinated directly with Account Managers and Premier Service Managers to re-contract customers and update their payment terms.
- Performed new processes within Microsoft Excel to make mass changes such as revenue, net terms, or addresses to customers in Oracle database.

## 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 / Boot Camp - Austin, TX

