

JONATHAN WARKENTINE

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CERTIFIED FULL STACK WEB DEVELOPER | START-UP OPERATIONS MANAGER

Certified full-stack web developer with a background in tech start-up operations. Experienced in developing SOP, managing contracts, analyzing systems requirements, and exceptional documentation. An eye for detail, and a relentless drive to improve. Curious, hard-working, exceptionally organized. Reliable.

- Web Development
 - Front End
 - Backend
- AP/AR
- Payroll
- Bookkeeping (QuickBooks)
- HRIS systems (JustWorks, Gusto etc)
- Microsoft Office/GSuite
- Coda/Notion/Clickup

TECHNOLOGY SKILLS

Client-Side:	HTML5, CSS3, JavaScript, JQuery, Bootstrap, Handlebars.js
Server-Side:	Node.js, Express.js & REST APIs, ORM via SQL (MySQL) & NoSQL (MongoDB)
Other:	Agile methodology, Git, Slack

RELEVANT PROFESSIONAL EXPERIENCE

OPERATIONS MANAGER

2018-2021

Thesis

- Administrative management of all finance operations:
 - AP/AR (bill issuance and payments)
 - Bookkeeping
 - Banking & crypto asset management
- Administrative assistance with all HR matters:
 - Benefits administration and documentation
 - Onboarding administration and documentation
 - Legal documentation management: drafting, revising, managing contracts
- Administrative management of basic IT operations:
 - Equipment delegation/tracking
 - Software and equipment troubleshooting (via Google Admin etc)
- Streamlining/standardizing/documenting operations/workflows

RESEARCH INTERN

2016

Emory Summer Research Partners Program

- Anthropology research, including data entry, consolidation, and analysis via R statistical software

PEER WRITING TUTOR

2015-2016

Emory Writing Center

- Tutored under- and graduate students on thesis formation, development, and expression

COMMUNITY SERVICE

Grady Health System | Winship Cancer Institute of Emory University | Woodruff Library Office of Preservation

EDUCATION & CERTIFICATIONS

Certificate, Web Development | *Georgia Institute of Technology*
BA, English and Chemistry | *Emory University*