# JOY C. BROCK

I am a self-motivated professional with proven success working remotely. I am currently looking for junior Python developer positions that will give me further working experience coding and web/software/app development.

## SKILLS

- ▽ Python (Int.)
- ▽ SQL (basic)
- ▽ MatLab
- ▽ HTML/CSS
- ▽ Data Mining/Scraping
- ▽ MS Office

## CONTACT

10007 Fleming Rd.

Fowlerville, MI 48836

248-818-1579

Joybrock.gt@gmail.com

## SOCIAL

linkedin.com/in/glowbees

instagram.com/joyb0218

## EXPERIENCE

Glowbees, LLC – Owner/Operator acting as contractor to Ventra Fowlerville, LLC. Employee hiring, training and supervision. Sole provider of bookkeeping, accounting, payroll, and insurance using Quicken and MS Office. Duties also included contract writing & development, licensing & executive mediation.

Paul Garton, Inc./Focus Forward – Completed various typing assignments for focus groups and interviews as a freelance transcriptionist. This position required strong English skills, ability to work remote, and meet deadlines with accuracy.

QuickenLoans/TSI - Scheduling and coordinating closings for lender, Title Company and client. Promptly answered live chat and company email box (100+ daily average). Problem solving and intermediary services using skilled research and utilizing knowledge in mortgage lending law within the continental US. Policy formulation and FAQ development in state/federal guidelines. Facilitated building/lease contracts nationwide and with a successful Initial Public Offering on NASDAQ. Office support for the Board of Directors requiring utmost confidentiality during multi-million dollar merger and acquisition by Intuit.

## EDUCATION

Lakeland High School, White Lake MI
*Diploma, 1993*

Detroit College of Business, Highland MI
*Business Management, 1994*