JUDE CLARK

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PROFILE

Full-Stack web developer with experience in client relations, administration, and systems analysis. A natural problem solver with excellent language skills; including listening, comprehension, and clear expression. Excels in a position that involves solving both daily problems with a high level of detail as well as larger, more complex issues.

CODING LANGUAGES

HTML, CSS, JavaScript, jQuery

TECHNOLOGIES

Visual Studio Code, Google Chrome Developer Tools, iTerm2, GitHub

SOLO WEB DEVELOPMENT PROJECTS

Weather Dashboard - **https://judeclark19.github.io/weather-dashboard/**
Use this simple weather app to view the current weather conditions, as well as a 5-day forecast, for the city of your choice. Simply type in the name of a city and click "Search" to view the weather data.

Coding Quiz - **https://judeclark19.github.io/coding-quiz/**
Try to answer knowledge questions about JavaScript within a given time limit. Incorrect answers will take 10 seconds off the clock!

Workday Planner - **https://judeclark19.github.io/workday-planner/**
This single-service page displays text blocks representing the hours between 9am and 5pm. The blocks are color coded to represent the current time. You can type anything you wish into each block and click the save icon next to it to make the text persist on the page. Use this planner to write down notes for your upcoming day.

TEAM WEB DEVELOPMENT PROJECTS

personaGen - https://judeclark19.github.io/personaGen/
personaGen is an easy-to-use and customizable generator of fake user identities. The ideal user is a developer who is working on a product that will either serve, or otherwise deal with, the data from a number of users. They can use personaGen to generate personas to use while testing and building their product.

ADMINISTRATIVE PROFESSIONAL EXPERIENCE

Jar House (Atlanta, GA)   *August 2018 - October 2019*
Executive Assistant to the CEO

- Managed the CEO's inbox of 75-100 messages per day and schedule of 20-25 meetings per week.
- Developed a system for participating in approximately 100 online real estate auctions per week, which included scheduling inspections, coordinating underwriting, and placing bids.
- Assisted with ETL of property data for company-wide shift to SalesForce.
- Built custom SalesForce report types to manipulate complex object relationships and produce reports for various departments' needs.
- Ensured CEO's communication was maintained confidentially, protecting the company's information against unauthorized disclosure and legal exposure
- Troubleshot day-to-day issues in order to promote the smooth, efficient operation of the company, encouraging transparent communication between departments in an office of about 50 people.

Seraphic Fire (Miami, FL)   *November 2014 - June 2018*
Patron Services Manager

- Served as the primary point of contact for all external communications, handling all patron interactions with the highest level of professionalism.
- Acted as lead staff member for patrons' needs during concerts, including management of VIP donor seating, and setup and breakdown of venue for a total of approximately 150 events.
- Carefully tracked and facilitated individual customers' needs, preferences, schedule conflicts, and special requests, with personal attention given to over 300 high-level donors
- Managed SalesForce database of all donations, donors, and ticket buyers. Assisted with data migration through two complete software transitions of a database containing about 30,000 contacts.
- Managed the Box Office by selling tickets (approx 6000 ticket sales per year), facilitating exchanges, and tracking sales, promotions, and giveaways.
- Organized materials for and produced and distributed minutes for Seraphic Fire's quarterly Board of Directors meetings.
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EDUCATION

University of South Carolina — *Bachelor of Music, Music Composition*

AUGUST 2010 - MAY 2014, Summa cum laude
GPA 3.99

Georgia Institute of Technology — *Full Stack Coding Bootcamp*

AUGUST 2020 - NOVEMBER 2020

OTHER SKILLS

- Proofreading, typing (consistently over 100 WPM), project coordination
- Data organization and management, Salesforce reporting
- G Suite, Wordpress, Salesforce, Microsoft Office, Eventbrite