JUDE CLARK

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PROFILE

Web developer with 7+ years of 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

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.

South Carolina Philharmonic (Columbia, SC)   *January 2014 - October 2014*
Administrative Assistant

- Assisted with the organization, coordination, set up, and hosting of a range of events, including concerts and fundraisers
- Implemented and managed the Philharmonic's first fundraiser on kickstarter.com, which reached 147% of its goal.
- Researched and edited grant proposals.
- Represented the organization in a professional manner while networking with potential new business contacts and donors.

South Carolina ETV Radio (Columbia, SC)   *May 2013 - October 2014*
Producer

- Created, produced, researched, wrote and hosted two ETV Radio classical music programs broadcasting state-wide, one daily live program and one weekly pre-taped program.
- Acted as an engineer and host for ETV Radio's pledge drives.
- Operated the sound board, made musical selections, and hosted three-hour live segments each day during ETV Radio's fundraising campaigns.

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

CERTIFICATIONS

- Licensed Real Estate Salesperson, Georgia Real Estate Commission, expires March 31, 2023
- Georgia Notary Public, Commission expires October 2, 2022

SKILLS

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