

# ELLENA JEAN

## WEB DEVELOPER

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### SUMMARY

Junior web developer with a growth mindset who holds a strong passion for coding and professional growth. On a forever learning journey and enjoys collaborating with other creatives.

### INTERNSHIP

#### March 2022 – June 2022

Junior Web Developer, Generation USA- Remote

- Planned website development, converting mockups into usable web presence with HTML, JavaScript, Bootstrap, CSS, GIT and GITHUB.
- Provided front-end website development using WordPress, HubSpot and other editing software.
- Adhered to SEO best practices while designing sites.
- Engaged with clients to plan and optimize site issues and queries. Applied emerging technologies to update and maintain site applicability.

### WORK EXPERIENCE

#### January 2022 – April 2022

UBS, Client Services, Remote

- Supported Financial Advisors on the Trading Platforms utilized.
- Performed efficiently in a fast-paced, changing environment, handling a wide variety of tasks.
- Possessed strong organizational skills, and excellent follow-up skills.
- Possessed superior customer-centric focus, with proven ability to thoroughly resolve customer inquiries.

#### February 2019 – January 2022

Ridgewood Savings Bank- Savings Counselor, Bellmore, NY

- Processes the opening of accounts by collecting and verifying identification in accordance with BSA.
- Orders Debit Mastercard's as well as ATM cards for our clients through core system.
- Promote the sale of the banks' products and services to fit our client's needs and to increase banking relationships

### EDUCATION

Generation USA

March 2022 – June 2022

Monroe College, NY– Master's in  
business admin

2017-2020

### SKILLS

- Agile Workflow
- Problem Solving
- Scrum Methodologies
- Front-End Development
- Customer Service
- Time Management
- HTML & CSS
- JavaScript & Bootstrap
- Python
- Command Line
- GIT and Github
- Detail Orientation
- Effective Communication
- Bootstrap
- Programming Fundamentals
- Project Manager

### CERTIFICATION

- W3 SCHOOLS:  
JAVASCRIPT

