

# Melanie Jones

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launch\_code

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## Active DoD Secret Clearance

Highly-ambitious individual looking to make a career change into the software development field.

## EDUCATION

### University of Missouri-Columbia — B.A. *Organizational Communication*

January 2014 - December 2017

### LaunchCode - LC101 Programming Course, 2020

## EXPERIENCE

### USTRANSCOM (Credence LLC) — *IT Business Analyst*

March 2020 - Present

### Birenbaum & Associates — *Administrative Assistant*

January 2019 – February 2020

- ❖ Provide direct administrative support to employees, managers, and executives to ensure efficient office operations
- ❖ Close out weekly batch reports
- ❖ Generate ad hoc reports and conduct general customer research
- ❖ Execute company invoicing
- ❖ Prepare for company conferences and expositions

### Missouri National Guard — 92Y Supply Chain Specialist

April 2013 - April 2019

- ❖ Ensured accuracy of approximately 250 OCIE records
- ❖ Accounted for unit equipment valued at over \$30,000,000
- ❖ Performed quarterly inventory of all unit sensitive items
- ❖ Provided planning in the issuing of weapons and gear during training exercises
- ❖ Confidentially handled unit classified files and information

### Insight Global - Senior Technical Recruiter

February 2018 - November 2018

- ❖ Screened and conducted interviews on potential candidates for clients' positions
- ❖ Initiated drug and background checks on candidates as well as completed candidate I9's
- ❖ Fostered relationships with both contractors and company clients
- ❖ Conducted meetings to sell our company's services

## SKILLS

### PROGRAMMING LANGUAGES

- ❖ Java
- ❖ JavaScript
- ❖ HTML5/CSS3
- ❖ TypeScript

### FRAMEWORKS

- ❖ Spring Boot
- ❖ Angular

### DATABASES

- ❖ MySQL

### TOOLS

- ❖ Microsoft Office Suite
- ❖ Microsoft Visual Studio
- ❖ IntelliJ
- ❖ Git Bash

### OPERATING SYSTEMS

- ❖ Windows
- ❖ MacOS

### CERTIFICATIONS

- ❖ HAZMAT Certified



