Melanie Jones

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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

Birenbaum & Associates — *Administrative Assistant*

January 2019 - Present

- 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 to

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

new/current business prospects