

Nicole Marshall

Bothell, WA 98011

Phone: 360.220.3079 | Email: corinnenm@gmail.com

LinkedIn: <https://www.linkedin.com/in/nicole-marshall-67375a98/>

Portfolio: <https://ncmarsh.github.io/portfolio/> | GitHub: <https://github.com/ncmarsh>

Full Stack Web Developer with a background in customer service and administrative experience who enjoys building interactive and responsive websites. Earning a certificate in Full Stack Web Development from the University of Washington Coding Boot Camp. Strengths in communication, problem solving, collaboration, adaptability and innovation, receiving back-to-back annual peer-nominated awards for Innovation in 2018 and 2019.

Technical Skills

Languages: JavaScript ES6+, CSS, HTML5

Applications: GitHub

Tools: Node, Query, Bootstrap, Foundation

Projects

What's for Dinner? | <https://github.com/ncmarsh/whats-for-dinner> | <https://ncmarsh.github.io/whats-for-dinner/>

- Summary: Application to input ingredients on hand and receive various recipes to then save to site or PDF
- Role: Back end developer of search (index.html) and results (results.html) pages
- Tools: HTML, CSS, Foundation, JavaScript, jQuery, Recipe Search and Diet API, PDF Layer API

Weather Dashboard | https://github.com/ncmarsh/6_weather_dashboard | https://ncmarsh.github.io/6_weather_dashboard/

- Summary: Application to search current weather conditions and 5 day forecast for various cities input by user
- Role: Sole author
- Tools: HTML, CSS, Bootstrap, JavaScript, jQuery, Open Weather Map API

Day Planner | https://github.com/ncmarsh/5_dayplanner | https://ncmarsh.github.io/5_dayplanner/

- Summary: Application for user to keep track of the day's work events, done by the hour
- Role: Sole author
- Tools: HTML, CSS, Bootstrap, JavaScript, jQuery, moment.js

Experience

Administrative Assistant

2020-Present

Quantum3 Group LLC

Kirkland, WA

Contributes to operations team in accurate and efficient processing of bankruptcy paperwork and receiving payments, both in office and remote.

- Processes legal paperwork which requires such skills as attention to detail, communication and adaptability in order to complete tasks correctly and under deadline.
- Coordinates with on-site team to quickly and efficiently process bulk mail and check payments received daily.

Travel Counselor

2017-2020

AAA Washington

Lynnwood, WA

Collaborated with members to research and create domestic travel arrangements, manage payments and associated paperwork.

- Received "Einstein Award" for Innovation in 2018 and 2019; nominated by my peers.
- Helped management with special projects – travel store merchandising, event planning, organization projects.
- Nominated for and attended two out-of-state training conferences in 2019 and 2020.

Administrative Assistant**2014-2017****Westview Real Estate****Bellingham, WA**

Assisted in day-to-day management of local property management company by providing service to tenants, prospective tenants and owners.

- Managed over four-hundred rental units by assisting the incoming, current and outgoing tenants.
- Daily tasks involved scheduling and showing rental units, processing rental applications, depositing monthly rent checks, scheduling maintenance and conducting final walkthroughs after move-outs.

Education**Certificate, Full Stack Web Development** – University of Washington

Seattle, WA

Bachelor of Arts, French – Western Washington University

Bellingham, WA

Associate of Arts & Sciences – Whatcom Community College

Bellingham, WA