

Nicholas Hoefle

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Education

Bachelor of Science, Economics
University of Missouri-St. Louis

May 2015

Web Development Programming Course
The LaunchCode Foundation

May 2022 – January 2023

Work History

Freelance Legal Services

Hoefle Enterprises LLC – St. Louis, MO

May 2022 - Present

- Legal bookkeeping (QuickBooks, TimeSolv timekeeping, and bank account reconciliation)
- Paralegal tasks (e-filing, online research, medical records summaries, FOIA requests, and drafting subpoenas, pleadings, and records authorizations)

Office Manager / Billing Clerk

Boggs, Avellino, Lach & Boggs, LLC Law Firm – Olivette, MO

September 2020 – May 2022

- Scheduled and participated in dozens of interviews for a variety of roles. Participated in post-interview debriefs with management and onboarded new hires
- Assisted with IT tasks (MS Office 365 administration and Active Directory, server backups/updates, building RFID system, and maintained dictation/transcription software, peripherals, copiers, and printers)

Office Manager / Paralegal

Tonkin & Mondl, L.C. and Mondl Law Firm LLC – St. Louis, MO

May 2015 – April 2021

- Handled accounts receivable, accounts payable, and payroll. Assisted CPA with year-end tax return
- Implemented the firm's first health insurance plan and HSA

Skills

- Java, Spring Boot framework, MVC, Hibernate ORM, and IntelliJ IDE
- JavaScript, Angular, React and Visual Studio Code IDE
- Web application deployment with Vultr cloud servers and Linux Ubuntu OS
- HTML5/CSS/Tailwind CSS/Bootstrap
- MySQL
- GitHub, Trello, and Agile development principles
- In progress: GraphQL, Ruby

Projects

- Collector's Corner Spring Boot + MySQL web application where users build and share collections of their favorite films, books, and board games. Developed as a LaunchCode capstone project with the guidance of an experienced Scrum Master. Implements *TheMovieDB*, *Google Books*, and *Board Game Atlas* APIs for search, browse and filter functionality.
- FreezeoutBand.com Spring Boot + MySQL band web application deployed on an Ubuntu cloud instance. Contains a public-facing Listen page with audio tracks, Gig page, and Photos page. Administrator portal contains CRUD functionality for audio, photos, sheet music, bandmember notes, and practice material.