

Teagan Clayton

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EDUCATION

- **Algonquin College** Ottawa, ON
Ontario College Diploma in Mobile Application Design and Development; GPA: 3.99 Sep. 2022 – May 2024
- **Saint Mary's University** Halifax, NS
90 credit hours into B.A. in Interdisciplinary International Studies and English 2016-2019

SKILL AREAS

- **Computer Technology**
 - **Main Languages:** Javascript, HTML, CSS, Dart, Swift
 - **Technologies:** React/Vite, Flutter, Node.js, Vercel, Firebase, Astro, Adobe Suite
 - Completed a two year program dedicated to HTML, CSS, React, Javascript, OOP, Restful APIs, & Node.js.
 - Experience working with C++, C#, and Java design systems.
 - Proficiency in mobile-first design of web pages and applications.
 - Usage of Git and Github solo and with teams.
 - Worked with recipients in Jams to take their ideas for web pages and create them using React and Vanilla HTML/JS.
- **Communication Skills**
 - Worked as a UX Design Lead in co-op applied industry project, involving reaching out to NGOs and performing interviews, setting up and executing user testing, and working with an existing user experience team.
 - In 2020, was part of the company initiative to implement a new computer software and was involved with learning from the beta and teaching it to other staff members.
 - Created refined documentation of work-related software for associates with little computer experience.
- **Adaptability**
 - Worked with sensitive, complicated, and sudden situations for multiple departments at the same time.
 - Required knowing what was most important to deal with at that time and how to deal with it in a timely and sensitive manner.
 - Learned multiple new programs at the same time to a high level of efficiency in both work and education environments.

WORK EXPERIENCE

- **Kent Building Supplies** Charlottetown, PE
Office Assistant & Receiver 2020-2022
 - Managed communications between the store, vendors, and clients. Brought the supplier invoice automated workflow system's waiting list down to zero and maintained it throughout my position. This proactively prevented the risk of interest fees and product blacklists.
 - Oversaw incoming inventory and related paperwork through physically counting product, ensuring accuracy and suitability of product, and properly tracking any shortages or defects.
 - Collaborated with various departments such as the cash office, IT, and installation services, to support daily operations. Identified and addressed issues, distinguishing those needing urgent or specialized attention.
- **Kent Building Supplies** Dartmouth, NS
Customer Service & Jr. Cash Supervisor 2018-2019
 - Counted and signed off cash floats at beginning and end of shifts, keeping track of cash safe audits.
 - Managed the cash lanes and addressed any issues that junior cashiers experienced.
 - Handled customer returns, e-commerce order pickups, account sign ups, and switchboard operation.

PROJECTS

- **CASM Wayfinding App:** Worked as a Design Lead with Ingenium to create a Bluetooth & QR code wayfinding app for the visually impaired for the Canadian Aviation and Space Museum.
- **The Online Indie Artists Club:** A website compiling resources for independent artists, built for easy understanding for those with low-to-mid tech literacy. Accessible at indieartists.club.