



Tara Dunmore

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[LinkedIn](#)

Skills

HTML



CSS



Python



JavaScript/Angular



GIT



SQL/MySQL



WordPress



Java



Indesign



Illustrator



Photoshop



Acrobat



Windows



Mac



Linux



Project Management



Social Media



Experience

LaunchCode - Bootcamp Graduate

Oct 2019 - Mar 2020

Over the duration of 25 weeks, continued education with JavaScript, learning the Angular framework. Updated Java knowledge to include Thymeleaf. Delved deeper into SQL/MySQL. Worked in small developer teams to enrich co-working skills. Will complete the class with project to display full understanding of all learned.

Go Local Interactive - Junior Web Developer/Project Manager

Dec 2018 - Jul 2019

Maintained and updated WordPress sites across multiple clients using HTML, CSS, and Javascript. Updated SQL databases. Designed visual elements in line with client and company branding guidelines. Oversaw version control using GIT. Managed projects with Web team on BaseCamp, Clickup, and Teamworks. Facilitated daily Stand-ups. Was intermediary between clients and Web team.

Device Verification Testing & Consulting - Project Manager

Sep 2016 - Jul 2017

Kept track of daily activities of entire staff. Orchestrated weekly meeting, complete with slide presentations. Monitored inventory, both incoming and static. Created and maintained a variety of styles of Excel spreadsheets. Cloud software management.

Lockton Companies - Content Design Specialist

Aug 2013 - Sep 2016

Utilized professional skills in working one-on-one with clients to create documents following established design best practices and proofreading procedures, insuring that their needs are met efficiently. Worked in a team environment to meet deadlines. Created a variety of documents including proposals, renewals, booklets, and white papers.

Maxwell Consultants/Linwood Properties - Office Manager

Apr 2010 - Present

Compose and design documents. Send and keep up correspondences. File, organize, and create a proficient office system. Receive and send business phone calls. Tech support and setup for office peripherals. Managing system for payments and scheduling.