Shure Joe

Student in Web Development

Seattle, WA 98109

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360-589-3296

I am a motivated worker interested in applying previous work experiences to a new setting, building on my strengths to define and engage myself in an exciting
career.

Work Experience

Student

Seattle University - Seattle, WA

September 2018 to Present

Through weekly assignments engage in hands on learning covering languages such as HTML5, CSS, and JavaScript (including Vue.js). Engage in peer review as well as discourse with instructors on how to improve code and understand advanced concepts such as Flexbox, JQuery, etc.

Accomplishments

- Built a mock website using Boot Strap for a friend's streaming platform. https://www.shurenotjoe.com/wats3010-intro-to-bootstrap-4/
- Created a site for an open source video company. https://www.shurenotjoe.com/wats3010-embedded-media/
- Create a budget tracker for JavaScript final project.
- https://www.shurenotjoe.com/two-bit-budget-tracker/
- Various projects that can be seen on my personal Github page.
https://github.com/shjoe

Accounting/Billing Coordinator

Wilson Smith Cochran Dickerson - Seattle, WA

2017 to Present

Process and review monthly and quarterly statements via Tabs program. Identify
any issues and provide support to attorneys in order to resolve any billing issues.
Provide training on firm billing practices. Tasked with maintaining and implementing client related billing guidelines in order to accurately process firm
monthly/quarterly invoices. Primary contact for all billing related matters. Expert
knowledge of several e-billing platforms e.g. LexisNexis, Serengeti, Lawtrac,
Tymetrix 360, Legal X, etc. Daily duties include: daily deposits, enter vendor
invoices into A/P program, issue payments, follow up on past due
statements/collections, and set up new clients/vendor information into system.
Maintain and edit Microsoft Excel budget templates in order to help attorneys in client reports. Perform research if necessary in order to resolve any billing
disputes. Handle month end closing duties and create monthly reports for shareholders.

Accomplishments
● Successfully collected payment on several year/s-old accounts.
● Integrated and transitioned from Legal Exchange e-billing platform to
Counsel Link for high volume client.
● Continuously generate revenue and pass benchmarks via accurate and timely billing.

Staff Assistant/IT Assistant/Central Records File Clerk

Wilson Smith Cochran Dickerson - Seattle, WA
2014 to 2017

Regularly support legal staff and tasked with legal projects (e.g, research,
docketing/calendaring deadlines, conducting phone interviews, etc) under strict
deadlines. Regularly draft memos, reports, pleadings, and correspondence under the direction of
attorney/s. Tasked with finding creative ways to troubleshoot IT
issues for legal staff and provide support to the IT manager. As a former records
clerk, under the direction of the central records supervisor, oversee and maintain the file room,
ensuring that all files are properly indexed both hardcopy and electronically.

Accomplishments
● Gained extensive knowledge of DMS (document management storage),
Word, and Excel.
● Primary records clerk for the attorney work group that took on over 100+
cases from a major insurance company in the span of one month.
● Frequently collaborated with paralegals, often providing support in setting up for trial, collecting
documents and general office support.

Front Desk Agent

The Edgewater Hotel - Seattle, WA
2012 to 2014

Responsible for registering guests into hotel database. Acquired a knowledge of basic accounting,
shipping, receiving, advanced cash handling and concierge
services. Focused on being an integral team player, working in collaboration
(sometimes including supervising/training) other desk agents. Provided support for sales, marketing,
housekeeping and various departments within the hotel.

Accomplishments
● Gained an extensive understanding of Springer Miller System (SMS, hotel
registry).
● Selected as a hotel awareness team representative.
● Various mentions on hotel review sites, demonstrating and reflecting the hotel's AAA awarded four
diamond quality.

Education

Web Development Certificate in Web Application and Technology Studies

Seattle University - Seattle, WA
September 2018 to September 2019

Bachelor's in classical studies

University of Washington - Seattle, WA

2008 to 2012

Skills

CUSTOMER SERVICE (10+ years), ENERGETIC (10+ years), EXCELLENT COMMUNICATION SKILLS (10+ years), FAST LEARNER (10+ years), PROBLEM SOLVER (10+ years), Invoicing, Invoice, Administrative Assistant, Outlook, Administrative Assistant, Excel, Excel, Filing, Outlook, Scheduling, MS Office, HTML 5, CSS3, Javascript, Vue.js, User Experience Design, Object Oriented Programming

Links

https://github.com/shjoe

Additional Information

Skills
- Excellent communication skills
- Fast learner
- Energetic work attitude
- Creative problem solver/conflict resolution
- Customer service
- Adaptability
- Project/time management
- Tech savvy
- HTML
- JS
- CSS
- Wireframes