




JESSICA JONES

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OBJECTIVE

To obtain a web development position that utilizes my technical and administrative skills



SKILLS

- **Front-End:** HTML, CSS, Bootstrap, jQuery, JavaScript, AJAX APIs, Responsive Design
- **Back-End:** Node, Express, RESTful APIs, MVC
- **Database:** MySQL, MongoDB, Firebase
- **General PC:** Microsoft Word, Excel, PPT
- **Currently Learning:** PHP and WordPress
- **Administrative:** Effective Communication, Problem Solving, Creativity and Design, Strategic Planning, Customer Service, Document Management, Event Coordination, Team Building



EDUCATION

Certificate | University of North Carolina at Charlotte

FEB 2017 – AUG 2017

Full Stack Web Development Program

Bachelor of Arts | University of North Carolina at Chapel Hill

AUG 2009 – MAY 2012

3.05 GPA, Public Service Scholar, Carolina Covenant Scholar, Hayden B Renwick Award Recipient



LEADERSHIP EXPERIENCE

Lead EC Teacher | Thompson Child Development Center

DEC. 2014 – OCT. 2016

- Developed detailed lesson plans, creative publications, and exploratory activities
- Taught and documented according to The Creative Curriculum, while meeting deadlines
- Adhered to State and NAEYC Guidelines to ensure child wellness and development
- Modified all activities for children with exceptionalities and managed classroom behavior

Assistant Manager & Child Watch Lead/Teacher | Kidz Play Here

OCT. 2013 – DEC. 2015

- Created each monthly staff schedule and produced daily cash flow statements
- Taught half-day preschool, created lesson plans, and supervised Child Watch staff
- Resolved conflicts and communicated with students, parents, and staff
- Interviewed potential staff, trained new employees, and evaluated performances