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| JEssica  Jones | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  | | --- | --- | | 5531 Hornaday Road, Unit B, Greensboro, NC 27409 |  | | (336) 690-2434 |  | | tarheeljessicajones@gmail.com |  | | tarheeljessicajones.com |  | |  |  | |

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|  | Objective |

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

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|  | Skills |

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| * **Front-End:** HTML, CSS, Bootstrap, jQuery, JavaScript, AJAX APIs, Responsive Design, JSX * **Back-End:** Node, Express, NPM, RESTful APIs, MVC Model Configuration, React, ASP.NET * **Database:** MySQL, MongoDB, Firebase * **General PC:** Microsoft Word, Excel, PPT | * **Administrative:** Effective Communication, Problem Solving, Creativity and Design, Strategic Planning, Customer Service, Document Management, Event Coordination, Team Building |

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|  | 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

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|  | 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