

Nicole Duncan

Nicole S. Duncan

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Summary

Front End Web Developer leveraging a background in social media marketing to create money-making and aesthetically pleasing websites. Earning a certificate in Full Stack Development from the University of Arizona, with newly developed skills in JavaScript, CSS, React.js, and responsive web design. Known as an innovative problem-solver passionate about developing websites, with a focus on mobile-first design and development. With each project, my aim is to best engage my audience for an impactful user-experience. Excited to leverage skills in the future as part of a fast-paced, quality-driven team in order to create beautiful websites on the web.

Key Skills

Hard skills: JavaScript, CSS, React.js, and responsive web design

Soft skills: Leadership, communication, creativity, project management and execution

Experience

Elise Glover Photography / Social Media Manager

OCTOBER 2018 – PRESENT, MESA, ARIZONA

Responsibilities include scheduling and posting social media updates, sourcing viral content for sharing, community growth & outreach, responding to comments, DM's and customer service issues, reporting on reach, traffic and growth, creating social media images, setting up profiles, sharing popular posts and sales pages on a regular basis, and SEO.

EconLit, LLC / Office Manager

AUGUST 2018 – AUGUST 2019, PHOENIX, ARIZONA

Tasks include, but are not limited to, billing and invoicing through QuickBooks, tracking finances daily through online banking, preparing payroll journal entries bi-weekly, answering phone calls, greeting clients at the door, using a copy machine, and managing supplies. I also use Microsoft Word and Excel daily to create reconciliation spreadsheets for the general business accounts. I communicate with clients, lawyers, and consultants through email, telephone calls, and paper mail.

Ohio Columbus Mission / Missionary

DECEMBER 2015 - JUNE 2017, COLUMBUS, OHIO

I went across the U.S. and spent 19 months doing community service and outreach for The Church of Jesus Christ of Latter-day Saints. I had many leadership opportunities including training missionaries one-on-one and in larger groups, teaching gospel classes and lessons one-on-one, on doorsteps, and in classroom settings to complete strangers. I learned personable skills, public speaking skills, integrity and perseverance.

Education

University of Arizona / Certificate

AUGUST 2019 – FEBRUARY 2020, MESA, ARIZONA

Earning a certificate in Full Stack Development from the University of Arizona, with newly developed skills in JavaScript, CSS, React.js, and responsive web design. Graduating in February of 2020.

Mesa Community College / Associates in General Business

AUGUST 2017 – MAY 2019, MESA, ARIZONA

Earning an Associates in General Business from Mesa Community College, with a better understanding of business management, finances, working with people, and professionalism.

Mountain View High School / Scholastic Diploma

AUGUST 2011 - MAY 2015, MESA, ARIZONA

I was a yearbook staffer for 2 years and a copy editor my senior year. I worked with many students in the school daily interviewing, writing articles, taking pictures, and editing copies. I spent many hours in and out of school working on the yearbook to meet deadlines and achieve perfection. I worked with Herff Jones software.