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| **Nicole**  **Duncan** | https://lh4.googleusercontent.com/8smtsqzRehYwRqIMNo_g4jPTyShwvCQHM-AiZvKynfhUcvRTazyoBjbu4N9MAyKo6rN6QvJpYb78dht5_tbpR5XKwnJIn7Gy-58tmk0mChVPUWWX7nmH2RH9lw28QKJrD41fDAUd  **Nicole S. Duncan**  1827 E. Lemon St., #16  Tempe, AZ 85281  480-490-5198  [thenicoleduncan@gmail.com](mailto:thenicoleduncan@gmail.com) |
| **ㅡ**  **Summary** | https://lh4.googleusercontent.com/Zpucw661nUWtCErzfsNuKxTUQnZkg_0FNC9x57W1d_iSaM82l0S2GF1v68Zu0st0Fd-xHpOuyoYWqlyg7L_781ztEDRU9dWG7h5T40XHuDmo6jouKojvB649HJ4yo9CkX_Wc2nQZ  **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. |
| **ㅡ**  **Key Skills**  **ㅡ**  **Experience** | https://lh4.googleusercontent.com/s6GBhNErx6icqea532Su5MqMR0aw5--VcAgd4UiySI-BOKeIPVgf0yshqSeb0Fl1BX9EjSL2bjeIWZUs6JHU6xl8yk5QLKZbqAJQkq7bBboVmf7kMcrOFIauQQrpv-yQb0899Urg  **Hard skills:** JavaScript, CSS, React.js, and responsive web design  **Soft skills:** Leadership, communication, creativity, project management and execution  https://lh4.googleusercontent.com/s6GBhNErx6icqea532Su5MqMR0aw5--VcAgd4UiySI-BOKeIPVgf0yshqSeb0Fl1BX9EjSL2bjeIWZUs6JHU6xl8yk5QLKZbqAJQkq7bBboVmf7kMcrOFIauQQrpv-yQb0899Urg  **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. |
| **ㅡ**  **Education** | https://lh3.googleusercontent.com/T3e74y2BaE1FiAWF9EQWTRupCDoxYu4M2wAsBgjhd-WUa5TYfTVSYP4YcnYR8kBBY2xCqtyiZbGkMCriSujQu16qH0Nc1jgTNB6l_bFFn8PD_-I7sNU6cRWk80PymE7qNq-xKCev  **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. |