

# JAMIE FLYNT

J R . W E B D E V E L O P E R

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## CORE SKILLS

HTML5  
CSS3  
JavaScript  
Bootstrap  
Chrome Dev Tools  
REACT  
Terminal  
Git  
Programming  
Research  
Multi-Tasking  
Time Management  
Team Coordination  
Staff Training  
Attention to Detail  
Critical Thinking  
Customer Management  
Resource Allocation  
Communication  
Customer Relations  
Microsoft Office  
Hospitality

## EDUCATION

### Web Development

Commonwealth Coders  
August 2021 – Present

**Coursework:** HTML5, CSS3, SASS, Bootstrap, JavaScript, Chrome Dev Tools, React, Git, and Terminal

North Carolina State Univ.  
Raleigh, NC  
2007-2010

**Coursework:** 74 credits towards BS in Sociology

## PROFESSIONAL SUMMARY

Web Development student looking to make a move into the industry. Has over 8 years experience in customer service related fields as well as experience in production with a multitude of transferable skills. Strongly proficient in HTML, CSS, JavaScript, Git, Microsoft Office, and related technologies. Quickly learner who is skilled at communicating clearly and efficiently with teammates, clients, and customers to make sure all expectations and deadlines are met. Additional experience in event management, scheduling/logistics, safety training, hospitably, education, research, and small business.

## PROFESSIONAL HISTORY

### Forklift Operator/Oven Operator

Universal Spring Co. | Greensboro, NC | 2020

- Operate the main forklift facilitating the movement of material (heavy gauge metal wire) in a production line from start to finish, including being the sole runner of two industrial sized curing ovens
- Increased production output by minimizing time spent loading curing ovens, focusing on time management, and communication with fellow employees
- Created new organization of raw materials to maximize storage space and to facilitate ease of use
- Learned and assisted in maintenance and operation of machinery

### Warehouse/Delivery Associate

AMPF, INC | Greensboro, NC | 2019-2020

- Serve on team that produces, manufactures, and readies between 200-300 daily orders for shipping and delivery
- Analyzed local company delivery route consisting of over 30 stops for most concise travel times between locations, allowing for greater customer engagement and increased satisfactory customer feedback
- Prepare, organize, and process location to location shipments while working with multiple shipping companies to get best shipping price for customer and company

### Administrative Assistant

FIRST North Carolina | Greensboro, NC | 2018-2019

- Created spreadsheet to track payments for the non-profit which resulted in greater financial knowledge for allocation of grants
- Developed a database of donors and constituents for the state of North Carolina that made communication with non-profit target audience simpler, efficient, and modern

### Sales Representative

Bravo Signs | Greensboro, NC | 2016-2017

- Formed and maintained relations with over 70 clients ranging from small local businesses to larger corporations throughout North Carolina and Virginia
- Responsible for maintaining custom order timetables from production to post-installation, including site inspections, acquiring building permits, and addressing any change orders or obstacles

## References

*Bob Jordan*

President, Universal Spring Co  
Phone: 336-317-4929  
Email: scbjordan@bellsouth.net

*Melissa Silberstang*

Happiness Engineer, Automattic  
Phone: 973-214-6136  
Email: m.silberstang@gmail.com

*John Purnell*

Supervisor, Covington Public  
Works Dept  
Phone: 859-292-4110  
Email: jpurnell@covingtonky.gov

## Other Information

Certified in CPR, First Aid, and AED

Received Eagle Scout Award, 2004

Received Scholastic Gold Key  
Award for Photography, 2005

Design, build, and sell custom  
woodworking pieces using found  
materials

*Interests include:* Photography and  
design, woodworking, baking,  
running, hiking, kayaking and  
backpacking

## Program Manager

FIRST North Carolina | Greensboro, NC | 2015-2016

- Maintained company website using Zibster. Updated photos, written information, and aspects of site design using the Zibster platform
- Wrote and designed scheduled email newsletters using Mailchimp
- Developed logistics tracking operational standards for all non-profit events resulting in greater ease of scheduling and between communication between staff, vendors, and attendees
- Maintained programs to ensure they operate within the approved budget
- Oversaw all social media for the non-profit

## Assistant Golf Professional

Grandover Resort and Conference Center | Greensboro, NC | 2013-2015

- Wrote and composed first safety and responsibilities reference manual for Grandover Golf Course Outside Service Staff which resulted in shorter response time and independent employee problem solving
- Wrote and maintained schedule for 20+ employees
- Plan/Coordinate golf outings for up to 240 players and acted as liaison to corporate contact
- Trained staff in customer service, golf cart fleet maintenance, safety procedures, and practice facility upkeep.

## Golf Course Outside Service

Grandover Resort and Conference Center | Greensboro, NC | 2012-2013

## Summer Education Assistant

Greensboro Science Center | Greensboro, NC | 2008-2010

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## PERSONAL PROJECTS

### Stove Pipe Confections Company

Cottage Food Bakery | Covington, KY | 2020-2021

- I have always had a passion for cooking and baking and I decided to start selling my favorite baked treat, cookies
- Developed and maintain a budget for the bakery including a breakdown of cost per unit to build a pricing model for all baked goods
- Crafted four totally original cookies recipes over a year and a half of recipe-testing
- Built a website for the business using WordPress.com which you can check out here: [Stove Pipe Confections Co.](#)
- Created social media for bakery using Instagram and Facebook. Created content on a schedule to market products and image of bakery and worked with local artist to create logo for bakery

### Floating Hat Web Design

Freelance Web Design | Covington, KY | 2021

- Freelance Web Design for local business in and around Covington, KY
- Attend and network at local business events including Covington Farmer's Market, Covington Night Bizarre, and "Made in Covington" Brand Launch
- Build, launch, and maintain custom made websites using HTML, CSS, and JavaScript
- Here is out first customer's completed site: [Tarot by Tonyana](#)