

# JENNY QUAN

## SOFTWARE ENGINEER

### EXPERIENCE

#### Registration Administrator | WFG

NOV 2021 - 2022, TORONTO, ON

- Managed high volume of data and processes, leveraged Salesforce, keeping in mind the importance of details, organization and prioritization in order to ensure a seamless end to end onboarding process
- Provided quality assurance to ensure optimal accuracy and efficiency
- Exhibited problem-solving skills by resolving customers' application technical issues increasing customer satisfaction

#### Office Administrator | YYZ

SEP 2020 - 2021, TORONTO, ON

- Identified changes in data within Excel to ensure all records kept were correct
- Answered phone calls, booked service requests, and responded in a professional manner demonstrating great communication skills

#### Administrator | Belyea Brothers Ltd.

MAR 2016 - 2019, TORONTO, ON

- Worked closely with data to identify patterns, clean data, and complete proofreading to ensure accurate update of year-old database
- Ensured invoices matched to purchase orders in order to maintain up-to-date files showcasing detail-oriented skills

### PROJECTS

#### Lead Coder | Google Hackathon

DEC 2022, HACKATHON

- Developed an app for Google to make Google services more accessible by collaborating on a cross-disciplinary team in an Agile manner and using HTML, CSS, SASS, JavaScript and React to create a modal for users with disabilities to choose and obtain more accessible service

#### Lead Coder/Author | Recipe Box

DEC 2022, CAPSTONE

- Created an app with HTML, SASS, JavaScript, React, Axios, Node.js, Express, Knex and MySQL that lets the user find recipes with different sort options and lets the user post and save recipes. The app used both front and back-end.

jennyquan@hotmail.com

647-786-5138

<https://www.linkedin.com/in/jennyquan7/>

<https://github.com/jennyq7>

<https://recipe-box-app.netlify.app/recipes>

### SKILLS

HTML, CSS, JavaScript, MySQL, React, Node, GitHub, Express, Agile Development, Document Object Model(DOM), REST APIs, Web APIs, User Authentication, OAuth, Heroku, Jest, Jira, Miro, Figma, Salesforce, GCS, Microsoft Office, Render, SQL Server.

### PROFILE

As someone who loves helping people and has over 6 years of administrative experience, I want to apply my skills to web development and am very excited to be transiting into this new career. With my recent BrainStation education, I believe I have the technical and soft skills that make me a great fit for this industry, such as my strong abilities in problem-solving, time management, organization and communication, including with UX designers and Data Scientists. I enjoy being able to see the products of my work and look forward to contributing to creating products or services that can benefit a lot of people.

### EDUCATION

#### BrainStation | Diploma, Web Development

SEP 2022 - DEC 2022, TORONTO, ON

#### University of Toronto | Bachelors in Business Administration, Management

SEP 2009 - 2013, TORONTO, ON

#### Google Data Analytics Certificate Candidate

JULY 2022 - PRESENT, TORONTO, ON