

**Jennifer Taylor**  
coderjen@gmail.com  
www.linkedin.com/in/jenniert/

## **Education**

**1998:** Bachelor of Science in Computer Science, American Sentinel University

## **Additional Coursework:**

- Web Designer course, Stratford Career Institute
- Visual Basic Programming for Windows course, Professional Career Development Institute
- Master Art course, Stratford Career Institute
- Computer Repair course, Professional Career Development Institute
- Freelance Writer, Penn Foster
  
- Various courses from Code Academy:
  - Backbone.js
  - Bootstrap
  - CoffeeScript
  - Fundamentals of Design
  - Javascript
  - Git
  - Ember.js
  - Angular.js
  - Sass
  - CSS
  - DevTools
  - HTML Emails
  - Journey into Mobile
  - jQuery
  - Express.js
  - Node.js
  
- Various courses from Universal Class:
  - Creating Wordpress Websites
  - Internet Marketing Basics
  - Understanding Business Administration 101
  - ABCs of English Grammar
  - Business Writing
  - How to Write a Business Plan
  - Project Management 101
  - Quickbooks 101
  - ABCs of Technical Writing
  - PowerPoint 2019
  - Proofreading and Copyediting 101

## **Certifications:**

- Technical Writer Job Role Certification
- Business Writing
- English Vocabulary
- Technical Writing
- MS Word 2010
- Information Technology Terminology
- Editor Job Role Certification
- Listening Skills
- Editing & Proofing (Chicago Style)
- Written English
- Spelling

## **Experience**

### **2013-Present: Web, Graphic Design and Book Publishing**

- Self publish young adult fiction novels
- Layout and cover design for ebooks and print
- Author website [www.jenniert.com](http://www.jenniert.com) using Wordpress

### **2004-2014: Hi-Lo Industries, Inc.**

#### **New Dealer Training**

- Create videos for end user training, using Sony Movie Studio and Sound Forge
- Create and manage online training portal for end users, with tests and real-time score tracking

#### **Hardware Procurement**

- Research, order, and install new computers, components and related network hardware

#### **Technical Support**

- In-house hardware and software technical support
- New employee hardware and software training
- Repair, maintain and refurbish printers

#### **Main Projects**

- |                               |                             |
|-------------------------------|-----------------------------|
| • Invoicing program           | • Order Entry               |
| • Inventory program           | • Cutlist Generator         |
| • Automated Scheduler program | • Maintain legacy personnel |

#### **Catalog Production**

- Product Catalogs -- MS Publisher, DesignCAD, Adobe Acrobat
- 2020 Design -- maintain and manage catalog files
- ProKitchen Design -- producton liason, including research and verification

#### **Programming Languages**

- |              |       |                             |
|--------------|-------|-----------------------------|
| • PHP        | • SQL | • VBA for MS Office         |
| • Javascript | • C++ | • Visual Basic .Net(VB, C#) |

#### **Web Design and Layout**

- |               |                |             |
|---------------|----------------|-------------|
| • HTML 5      | • MS Publisher | • CSS       |
| • Acrobat     | • Photoshop    | • Fireworks |
| • Illustrator |                |             |

## **1998-2004: Web Design**

- Redesigned existing Flash and actionscript based site [www.centurycityfilmfestival.com](http://www.centurycityfilmfestival.com)
- Designed fliers for [www.russianorphan.org](http://www.russianorphan.org)
- Complete site redesign for [www.communitybikeworks.org](http://www.communitybikeworks.org). Created new site with some of the flavor of the parts they liked of their existing sites, with more professional feel.
- Graphic design for [www.nativeplanet.org](http://www.nativeplanet.org), including some art work for a book they published, as well as some graphics for their site.
- New logo and graphic design for [www.rachelsdaughters.org](http://www.rachelsdaughters.org)
- Head designer for [www.safespace.org](http://www.safespace.org). Designed main site, delegating some parts to volunteers. We built a new site, redesigned their logo, and researched new content.
- Created mock websites for use in the indie movie Kiss The Son
- Designed and maintained e-commerce site for collectibles