

Roxie Schnoor

lone, CA | roxieschnoor@yahoo.com | (404) 735-6722 | [LinkedIn](#)

SKILLS

Proficient: React, JavaScript, HTML, CSS, Tailwind CSS, REST APIs

Familiar: Node.js, Express, PostgreSQL, Python, Django

Other: Git, Visual Studio Code, Figma, Canva, Microsoft Office, Google Suite

PROFESSIONAL EXPERIENCE

CPA-ROD, Inc.

Administrative Assistant (Part-Time) | May 2024 - Present

- Handled the printing, organization, and distribution of client tax returns using virtual platforms like SafeSend and traditional mail services, ensuring prompt and accurate delivery of documents.
- Served as the primary contact for internal and external communications, managing business inquiries, information requests, appointment scheduling, and document retrieval.
- Oversaw all client contact initiatives, tracking project deliverables to ensure timely and successful completion of tasks.

US Tax Lien Association

Junior Frontend Developer | May 2022 - April 2023

- Managed all frontend projects, achieving a 100% completion rate within the expected deadlines through hands-on project management and a commitment to timelines.
 - Applied best practices and integrated modern technologies to produce code that was both cleaner and more efficient. This resulted in tangible improvements to the overall codebase.
 - Took charge of all design improvement projects for email templates, as well as their respective landing pages, leading to more client engagement and increased satisfaction during the registration process.
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PERSONAL PROJECTS

Recipe Generator - [Active Site](#), [Repository](#)

React, React Hooks, React Router, and Tailwind CSS

Recipe generator site that displays food categories, meals, and recipes from themealdb.com

Valorant Database - [Active Site](#), [Repository](#)

React, React Hooks, React Router, CSS

Web application that displays game data from the unofficial Valorant API.

Social Media Application [Frontend Code](#), [Backend Code](#)

React, Python-Django, PostgreSQL

Fullstack social media app with full CRUD where users can post content and leave comments.

EDUCATION

General Assembly | July 2021 - October 2021

Software Engineering Immersive Course - Certificate of Completion