

# James Bouchard

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## WORK EXPERIENCE

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### Bouchard Gold Communications

June 2018 – Present

*Data Consultant*

*Alexandria, VA/Remote*

- Bouchard Gold Communications is a persuasion mail firm using data driven strategies to tell compelling stories.
- As a Data Consultant, I am responsible for acquiring, maintaining, and processing large mailing lists.
- Write software for processing mailing lists, create data visualizations, and produce web applications for routine tasks.
- Work with clients to narrow targeting, and fine-tune mailing lists.
- Created and maintained internal database of previous mailing lists, as well as

### Self Employment

June 2018 – Present

*UI Developer Consultant*

*Remote*

- As a UI Developer Consultant, I have created, updated, and maintained several websites for clients.
- Used static and dynamic website frameworks to deploy and edit websites.
- Administered accounts for clients on third-party commercial website building platforms, e.g., Squarespace, Wordpress, Wix.

### Bouchard Gold Communications

June 2016 – 2018

*IT Specialist*

*Alexandria, VA*

- As an IT Specialist for a small firm, I served as the first point of contact for the vast majority of challenges involving computing.
- I was responsible for the setup of office hardware and peripherals.
- Created and maintained file server and VPN for internal office use.
- Automated routine tasks with batch scripts for Windows and shell scripts for Linux and macOS.

## EDUCATION

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### Northern Virginia Community College

2017 - 2019

*Completed 29 credits towards an AS in Computer Science*

*Alexandria, VA*

- Gained experience with:
  - Software Development
  - Mobile and Web Development
  - Hardware and Operating System Troubleshooting
  - Networking
  - Technical Support

## SKILLS & INTERESTS

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- **Skills:** Hardware and software troubleshooting; technical support; network configuration and management; coding, data wrangling; server management; customer service.
  - **Programming Languages:** Python; Java; C#;
  - **Web Languages:** HTML5, CSS, Javascript
  - **Tools:** Google Analytics; VoIP; Business Communication Platforms;
  - **Software:** Microsoft Office Suite; Adobe Suite; Selenium; Git; Video Conferencing Services;
- **Interests:** Music; hiking; AI; game development; amateur radio;