

JESSICA LEVERETT

WEB & DIGITAL OPERATIONS SPECIALIST

Website Operations • Project Coordination • Quality Assurance



Montana | Remote U.S. Roles



www.jesslev.com



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PROFESSIONAL SUMMARY

Web and digital operations professional with 9+ years of experience coordinating website projects from initial requirements through launch and ongoing maintenance. Skilled in managing deadlines, reviewing work for accuracy, documenting requirements, troubleshooting technical issues, and collaborating remotely across creative, marketing, and development teams.

CORE SKILLS

Web Operations: Website Maintenance, Content Updates, Website QA, Launch Coordination, Troubleshooting, Plugin Maintenance, Performance Optimization.

Project Operations: Requirements Documentation, Task Management, Deadline Tracking, Process Documentation, Client Communication.

Platforms: WordPress, Elementor, Shopify, Webflow, Squarespace, Wix

Tools: ClickUp, Slack, Asana, Trello, Google Workspace, Figma, Adobe Creative Cloud, Google Analytics, Google Tag Manager, Meta Pixel.

Technical: HTML, CSS, JavaScript, Responsive Design, Accessibility, SEO

WORK EXPERIENCE

INDEPENDENT WEB & DIGITAL OPERATIONS CONSULTANT | 2017–PRESENT

Remote | Selected engagements: Focal Shift, Creative2, Nimbus RX, Southern Security, ScaleX10 & Upwork clients

- Coordinate website, content, SEO, and digital-marketing projects across agency, healthcare, ecommerce, and service-business accounts.
- Translate client requests into organized tasks, requirements, deliverables, and launch priorities.
- Manage website updates while maintaining content accuracy, responsive behavior, and brand consistency.
- Perform website quality assurance across forms, links, mobile layouts, analytics, accessibility, and site functionality.
- Troubleshoot technical issues and coordinate solutions with clients, designers, developers, hosting providers, and third-party platforms.
- Maintain project documentation, reusable templates, and standardized processes.
- Manage multiple concurrent assignments while meeting deadlines and adapting to changing priorities

CLIENT FEEDBACK

Top Rated on Upwork with verified client reviews. [View Reviews](#)

EDUCATION & PROFESSIONAL DEVELOPMENT

Google UX Design Coursework — Google/Coursera

Web Development Certificate — Sheridan Technical College, 2016