

## EXPERIENCE

### Student Worker

*Western Oregon University - Hybrid*

**Monmouth, OR**

*August 2023 - Present*

- Developing and updating webpages on the OIED WOU website using the WordPress content management system.
- Creating visually appealing and user-friendly webpages by implementing HTML, CSS, and JavaScript.
- Managing a content calendar to schedule updates, releases, and maintenance tasks, ensuring that the content remains up to date.
- Programming assistance

### Bilingual Outreach Specialist

*Oregon Coast Community College*

**Newport, OR**

*Jan 2023 - Jun 2023*

- Coordinated and administered diverse financial support programs for students and parents around Lincoln County.
- Used my bilingual skills to communicate effectively and overcome language barriers.
- Interacted professionally with diverse communities and individuals of various cultural backgrounds.
- Offered translation services encompassing documents, presentations, and videos, while also contributing to the development of webpages on the OCC website through WordPress.

### Certified Optometric Tech/Receptionist

*America's Best Contacts & Eyeglasses*

**Keizer, OR**

*Aug 2022 - Jan 2023*

- Executed a range of professional duties to support an optometrist and facilitate vision testing processes.
- Efficiently managed patient scheduling for appointments, follow-ups, visits, and classes with a professional approach.
- Handled incoming phone calls promptly and efficiently, ensuring accurate message taking and appropriate call forwarding.
- Effectively communicated with patients across all age groups, cultivating a supportive and favorable atmosphere.
- Implemented efficient time management strategies while conducting pre-tests for patients in a professional manner

## ANDREA B. JACHO

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## EDUCATION

### Western Oregon University

*Bachelor in Computer Science  
Fall 2023 - Present*

### Chemeketa Community College

*Associate in Computer Science  
Salem, OR, 2022*

## CERTIFICATIONS

### Western Oregon University

*Scholarship Program Completion DW  
Monmouth, OR, 2023*

### Chemeketa Community College

*Leadership Award Certificate  
Salem, OR, 2022*

### America's Best Contacts & Eyeglasses

*Certified Optometric Tech Level I & II  
Keizer, OR, 2022*

### Ucertify

*CompTIA Network+  
2024*

**Associated Students of Chemeketa***Chemeketa Community College*

- Coordinated meetings and presentations, ensuring smooth and efficient organization.
- Promoted campus activities through various platforms, enhancing engagement and participation.
- Engaged students of all ages in programs, services, and facilities in both languages, fostering a vibrant and inclusive environment.
- Cultivated enthusiastic relationships, fostering a positive and supportive community.

**Salem, OR***Jul 2021 - Jun 2022***Multicultural Student Services***Chemeketa Community College*

- Planned and executed numerous professional events with meticulous organization.
- Provided professional bilingual assistance and support to students of all ages.
- Implemented targeted strategies for flyer distribution and display.

**Salem, OR***Sep 2019 - Mar 2020***IT Desk Help***EC ROBOTICS*

- Successfully resolved customer concerns and complaints across diverse age groups in a professional and courteous manner.
- Demonstrated strong multitasking abilities in a professional environment.
- Provided proficient design and marketing services.
- Implemented comprehensive software and hardware solutions with expertise.

**Quito, Ecuador***Jan 2018 - Jun 2018***ADDITIONAL SKILLS**

Customer Service  
Bilingual (English & Spanish)  
Effective document management  
Proficient in Microsoft Office Suite  
Programming languages proficiency (C++, C, CSS, assembly language, HTML, JavaScript, Python, Java, SQL)

**REFERENCES****Ben Kaufmann**

*Associate Dean of Student Affairs*  
Oregon Coast Community College  
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**Maria Eliosa Martinez**

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**Becka Morgan**

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