

Alexis M. Santiago Rivera

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Purpose: I am looking for a position to improve my skills and abilities in a way that benefits my employees and the workplace.

LABORAL EXPERIENCE:

University of Puerto Rico, Aguadilla:

Document Mangement (*Aguadilla, Puerto Rico*)

August 2021 – May 2022

- Document handling under pressure.
- Evaluated record and decided if document could be decomised or not.
- Document management to keep records and organization.

Department of Family, Aguadilla:

Office assistant (*Aguadilla, Puerto Rico*)

June 2022 – July 2022

- Organization document handling under pressure.
- Evaluated record and decided if document could be decomised or not.
- Document management to keep records and organization.

SKILLS AND ABTTITUDES:

LANGUAGE PROGRAMING AND HYPERT TEXT:

- HTML.
- CSS.
- JAVASCRIPT.
- PYTHON.

APTITUDES:

- Ability to work with minimal supervision.
- Responsibility and punctuality.
- Initiative and creativity to solve logical problems.
- Ability to work in a team and under a lot of pressure.
- Spanish, native.

EDUCATION:

Patria Latorre Ramirez San Sebastián, Puerto Rico.

- High school

University of Puerto Rico-Mayaguez

- Bachelor of Software Engineering

August 2016 – June 2020

August 2020 – Present

COMPLEMENTARY:

- Udemy Lern Python Programming Masterclass
<https://www.udemy.com/course/python-the-complete-python-developer-course/>
- Udemy JavaScript Moderno Guia Definitiva Construye+20 Proyectos
<https://www.udemy.com/course/python-the-complete-python-developer-course/>
- Udemy CSS la Guia Completa-Flexbox, CSS Grid, SASS, +20 proyecto
<https://www.udemy.com/course/css-grid-y-flexbox-la-guia-definitiva-crea-10-proyectos/>

PERSONAL PROJECT:

Portfolio, here you can see all my personal project and more about me:

- <https://stirring-yeot-43c10c.netlify.app>