

# Web Developer Jr. and Administrative Process Analyst

## Ana Cristina Cortez Jardón

### General Information

Metepec, Estado de México

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Jardon

### Education

#### June 2023 – September 2023

JAVA Fullstack Bootcamp

Generation Mexico

#### August 2012 - December 2018

Bachelor of Business Administration

(Graduated)

Universidad Autónoma del Estado de

México

### Technical Skills

Html

Css

Bootstrap

GitHub

Figma

Scrum

SQL

Knowledge Management

Knowledge Hub

### Soft Skills

Customer focus

Quick learning

Critical thinking

Teamwork

Assertive communication

Attention to detail

### Language Skills

English: Proficient

### Experience

June 2023 - September 2023

#### Junior Web Developer • Amor Peludo

- I worked under the SCRUM methodology, taking part in daily follow-up meetings and collaborating as a team to ensure the goals achievement.
- I developed and designed an e-commerce website as part of a team using technologies such as HTML, CSS, Bootstrap.
- I used GitHub as version controller to facilitate project collaboration and changes tracking.
- I used Figma for user interface design, ensuring it was attractive and functional.
- I used SQL for database creation, modification, and querying.

November 2020 - August 2022

#### Process and Governance Analyst • Banco Nacional de México

- I designed and implemented improvements in customer service processes using methodologies such as Six Sigma and Lean.
- I collaborated closely with interdisciplinary teams from different areas of the organization to ensure alignment, integration and changes in processes.

October 2019 - October 2020

#### HRBP Trainee • Nissan Technical Center

- I provided quality internal customer service by giving effective solutions to the HR needs of the Research and Development (R&D) department.
- I developed a solid understanding of HR processes to address team needs effectively.
- I demonstrated analytical skills by creating and analyzing HR metric reports, providing valuable insights for strategic decision-making.

August 2018 - February 2019

#### HR Intern • Femsas – Solística

- I implemented a file integration and control system, showcasing organizational and attention-to-detail skills.
- I actively participated in the planning and execution of training sessions, this let me acquire planning and time management skills.