

# BEATRIZ E. ORTIZ

(401) 757-0401

ortizwebdevelopment@gmail.com

<https://github.com/BeatrizElena>

---

## PROFILE

Accomplished IT training and development professional. Communicates technical information to non-technical audiences by quickly adapting presentation style to meet diverse audience needs. Proven skills in curriculum development and individual and group training. Offer excellent customer relations skills.

## SKILLS

- JavaScript, jQuery, PHP, Python, HTML, CSS, Bootstrap, MySQL, GitHub, Terminal, Mac OS, Windows, Linux, Word, Excel.
- Avid and efficient learner of new technologies and methodologies.
- Excellent communication skills in variety of settings.
- Honed ability to effectively and creatively deal with change and to think on my feet.
- Fully bilingual in English and Spanish.

## EDUCATION

### University of Rhode Island, Feinstein Providence Campus

Programming Certificates from CS50x and LC101 courses; offered by LaunchCode

CS50x is a free version of Harvard's Introduction to Programming. LC101 consisted of Udacity and Codecademy courses, plus local instructor-created curricula.

Topics: abstraction, algorithms, data structures, and web development. Languages included C, PHP, Python and JavaScript plus SQL, CSS, and HTML. Problem sets in: cryptography, finance, forensics, and gaming.

### Simmons Graduate School of Management, Boston, MA,

Masters in Management

### Brown University, Providence, RI

BA in History

## PROFESSIONAL EXPERIENCE

### Ortiz Services, Inc., RI

**2009 - 2017**

Ortiz Services has been an approved training vendor of the Rhode Island Department of Labor and Training since 2009.

Expertise in designing, developing, implementing and delivering systems training in workforce development settings. Subjects: Computer Basics and Microsoft Office.

- Trained dozens of employees transitioning out of manufacturing into positions such as administrative assistants, employment counselors, job developers, teacher assistants, and others requiring proficiency in Windows, Word, Excel and other office productivity skills.
- Consistently met contract specs and deadlines.
- Maintained a near perfect industry certification rate for students.
- Geared curricula and presentation style to needs of diverse audiences, from low-literacy students to college graduates, addressing learner issues such as:
  - English as a second language.
  - Differing levels of computer skills and technical ability.
  - Diverse learning styles.