

# BRYAN CEDEÑO

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## EDUCATION:

University of Puerto Rico Rio Piedras Campus

Expected to graduate on May 2019

Completing Computer Science degree with a minor in acting

3.0 GPA out of 4.0

## EXPERIENCE:

**Below Zero**, San Juan, PR

August 2016 -September 2017

Ice cream maker

- Prepared ice cream, pre-prep, cleaning store, cashier.

**Nueduc**, SanJuan, PR

January 2016 to May 2016

Instructor

- Taught phone repair hands-on and social media management.
- Met with client to discuss their social media plans.

**Dept. of Public Works**, San Juan, PR

January 2014-July 2014

Data Entry

- Registered license plate numbers into the system.

**Interactive Technology Group**, San Juan, PR

October 2013 - December 2013

Intern

- Telemarketing, social media marketing and database work.

**Children's Museum of Puerto Rico**, San Juan, PR

January 2012 - May 2015

Volunteer

- Conducted tours to children and adult visitors on Old San Juan.
- Greeted visitors and explained the culture of Old San Juan while demonstrating excellent customer service.
- Maintained the overall cleanliness of the establishment.

## SKILLS:

- Bilingual (Spanish, English)
- Keyboarding (60 words per minute), MS Office 2013 (Word, Excel, Powerpoint, Publisher), Video Editing (Adobe Premiere)
- Superb customer service, team building, multi-tasking and communication skills.
- Filing, Transcription, Entrepreneurship, Office Administration and Data Record experience