

# BRETT HUGHES

SOFTWARE DEVELOPMENT STUDENT

## PERSONAL INTRODUCTION

As a hardworking and motivated individual, I have been recognized as an avid learner. I have had several years of experience in Python and VBA for personal projects and some JavaScript Android development. With a plethora of skills in multiple areas of technology, I hope to combine my desire to learn with my existing people skills to be an asset to a great company.

## PROFESSIONAL SKILLS

- Microsoft Office Specialist certified in Excel, Word, and PowerPoint
- 2 years personal experience in Python and VBA
- Training in IT Essentials and Business Communication
- Year Up Professional of the Week Award
- Creative perspective and desire to grow
- Eloquent and exceptional interpersonal communication skills
- Ability to perform well as a follower and succeed as a leader

## WORK EXPERIENCE / EDUCATION

### Slack

*BizTech Change Management Analyst Intern*  
2021 - Present

- Conducting licensing audits for important software suites
- Data analysis with several projects
- Workflow automation coding (AppsScript, Okta Workflows, Python, etc.)

### Long Beach Job Corps

*High School Diploma* 2018  
*NHA Administrative Assistant Certification*  
2018 - 2019

- Graduated Job Corps High School as Valedictorian
- Continued to pursue certifications in Microsoft Office and Administrative Assisting

### Year Up at Diablo Valley College

- IT / Helpdesk Track
- Classes in IT Essentials, Businesses Communication, etc

## CONTACT INFORMATION

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