

# Andy Silva

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## Education

### **BACHELOR OF SCIENCE JULY 2020 | CALIFORNIA STATE UNIVERSITY, LONG BEACH**

#### **Major: Management of Information Systems**

- Knowledge and application of programming concepts and languages (Python, SQL, HTML, CSS, Javascript)
- Knowledge of information systems and their vital roles in a firm
- Create dynamic websites and mobile applications
- Understanding of the importance of communication between technical support roles and end users
- Acknowledge the legal environment of business and how it effects firms and their policies

### **ASSOCIATES OF SCIENCE AUGUST 2018| SANTA MONICA COLLEGE**

#### **Major: Business Administration**

- Identity micro-economic and macro-economic trends in global and domestic economies
- Analyze financial markets through business statistical tools
- Utilize corporate and managerial accounting principles to make sound business decisions
- Identify the different components of a firm and their role in the success of the firm

## Professional Experience

### **PANISH SHEA & BOYE LLP, LOS ANGELES, CA, 2013 - PRESENT**

- Conduct legal research and communicate with clients in order to gather necessary information
- Formatting and drafting legal documents and interrogatories
- Observe depositions and participate in client meetings
- Assist attorneys when preparing for depositions, hearings and trials by compiling relevant documents
- Cooperate in teams in order to achieve objectives in a high stress environment

## Skills

- Knowledge and application of programming concepts and languages (Python, SQL, HTML, CSS, Javascript)
- Create dynamic websites and mobile applications

## Goals

- Further my understanding of programming languages
- Obtain technical certifications in information technology industry to understand different aspects of technology

