Carlos Bautista

Austin, TX | Phone: (609)-475-2008 | Email: bautistac_29@outlook.com | GitHub: https://github.com/CxLos

LinkedIn: https://www.linkedin.com/in/carlos-bautista29/ | Portfolio: https://cxlos.github.io/CxLos20-React-Portfolio/

Projects

Bird Brain | https://github.com/samocain93/bird-brain | https://birdbrain.herokuapp.com

- Summary: Social Media platform to post and share thoughts with your friends.
- Role: Implementing CRUD functionality to the site.
- Tools: React, HTML, CSS, Material UI, MongoDB, Apollo, GraphQL.

Character Generator | https://github.com/samocain93/character-generator | https://characterize-this.herokuapp.com

- Summary: Application that generates a character for your team based off from criteria user inputs.
- Role: Styling, CRUD functionality.
- Tools: JavaScript, HTML, CSS, SQL.

CxLos6 Weather App | https://github.com/CxLos/Cxlos6-Weather-App | https://cxlos.github.io/Cxlos6-Weather-App

- Summary: Weather app that displays current weather, 5-day forecast, and history of cities.
- Role: Sole Author.
- Tools: HTML, CSS, JavaScript, OpenWeather API.

Education

Full Stack Web Development Certificate Program – University of Texas Austin, Austin TX   Apr 2023

B.S. Business Administration, International Business – Montclair State University, Montclair NJ   May 2017

Skills

Web Development, Software, MERN Stack, Visual Studio Code, HTML, CSS, SQL, Sequelize, NoSQL, JavaScript, Java, React, MongoDB, NoSQL, Apollo, GraphQL, Nodejs, Web API's, OOP, ORM, Express.js, MVC, Regex, PWA, State, Handlebars.js, JQuery, Bootstrap, Tailwind CSS, Jest, Operations Management, Leadership, Spanish, Portuguese, Sales, Communication, Marketing, Logistics, Supply chain, Purchasing, Procurement, Microsoft Office, SXE, Data Entry, Customer Service, Order entry, SEO.

Experience

AIP Senior Process Executive – Cognizant, Austin, TX   Feb 2022 – Apr 2023

- Providing IT assistance for Facebook/ META, recovering compromised business pages, reviewing legal documentation to act on client requests such as granting page access to companies, name change requests, or merging of multiple pages due to any business being purchased by another and integrating into one.
- Executing tasks consistently achieving targets while maintaining high accuracy.
- Conducting regular quality assurance checks to rectify errors, contributing to more efficient business processes.

Operations Manager – Austin Serenity, Austin, TX   May 2021 – Jan 2022

- Manage house for a start-up sober living program, implementing and executing budgeting tactics, organize events for residents, create company documentation and paperwork, log all confidential paperwork in a secure location, conduct regular urine analyses.
- Oversaw day-to-day operations managing a team of 4 staff members and ensuring smooth execution of all business activities.

- Conducted regular performance evaluations, provided feedback, and identified training needs to enhance employee skills and productivity.
- In control of optimizing workflow and strategizing procedures to increase productivity.

Account Manager - Interworld Highway, Long Branch, NJ   Jun 2020 – Jan 2021

- Resolved customer issues and concerns promptly with high levels of customer satisfaction via email, telephone or in website live chatting feature.
- Placing orders and providing order status on purchase orders.
- Built and maintained strong, long-term relationships with clients, serving as primary contact for all account-related matters.