**EDUCATION**

**C. T. Bauer College of Business, University of Houston, Houston, TX**

Bachelor of Business Administration in Management Information Systems May 2027

Cumulative GPA: 3.7

**Lone Star College North Harris, Houston, TX**

Associates of Science Dec. 2021

Cumulative GPA: 3.56

**RELEVANT COURSEWORK**

* BCIS 1305 – Business Computer Applications: Microsoft Access
* MIS 3360 – Systems Analysis & Design: Learned the fundamentals of the SDLC and ERPs such as SAP
* MIS 3370 – Information Systems Dev Tools: Learned Java
* MIS 3371 – Transaction Processing Syst. 1: Learned front-end coding (HTML, CSS, Javascript)
* MIS 3376 – Business Apps of Database Mgt. 1: Focused on transaction driven information systems including system design, file design, program structure, and internal control

**WORK EXPERIENCE**

**Strategic Staffing Solutions, Houston, TX** May 2021 – June 2024

Service Delivery Specialist

* Onboarded and offboarded consultants from a wide market consisting of Houston, Florida, Dallas, California, and some international countries Canada, Philippines, Lithuania, and Poland.
* Collected confidential documents for W2s and other hiring documents and processed them through the companies ATS and CIS systems.
* Contributed greatly to the design, testing, and implementation of a new CIS system.
* Succeeded in a rapid transition of 40+ consultant transfer from independent suppliers working for Chevron to Strategic Staffing Solutions.
* Consisted mainly of working with CEOs and higher-level management of these suppliers to collect confidential documentation like COIs and supplier contracts.

**ACTIVITIES**

**Management Information Systems Student Organization, University of Houston, TX** Jan. 2025 –

Member

* Volunteered for many of their company meeting events.
* Volunteered and participated in hackathons.

**Honors College, Lone Star College-North Harris, Houston, TX** Dec. 2018 – Dec. 2020

Leadership Committee Member

* Collaborated with a committee of 12 other members to organize events, track student progress, set meetings, and select research papers for the North Harris location each semester of over 80+ honor students.
* Assisted in fundraising events for the Lone Star College Honors College system.

**SKILLS AND CERTIFICATES**

* Word, PowerPoint, and google adjacent products
* Excel (Pivot tables, data consistency, data manipulation, conditional formatting, functions)
* Power BI desktop and web application
* HTML, CSS, Jinja, and Flask
* MySQL
* Visual Studio Code and Pycharm
* Git and GitHub
* Python 3.12.4