**EDUCATION**

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

Associates of Science

Dec 2021

Cumulative GPA: 3.56

**Cullen College of Engineering, University of Houston, Houston, Texas**

Bachelor of Science in Computer Engineering

Expected Graduation: May 2026

Cumulative GPA: 4.0

**WORK EXPERIENCE**

**Strategic Staffing Solutions, Houston, Texas**

May 2021 – June 2024

Service Delivery Specialist

* Started as an intern my first 6 months and transitioned to full time, learning all of the business practices of staffing.
* Responsible for all onboarding and offboarding of consultants from a wide market consisting of Houston, Florida, Dallas, California, and some international places like Canada, Philippines, Lithuania, and Poland.
* Daily workflow consisted of working in and out of an applicant tracking system, Trackerrms, a proprietary customer tracking system, and custom made spreadsheets in excel.
* Communication was key in my role, almost always I would have to triple check statuses of consultant’s onboarding, as the deadlines were within a week or a few days.
* Created an onboarding tracking spreadsheet that is still being used in the company after I left in June 2024.
* Successfully handled a 40+ consultant transfer from different suppliers at Chevron to S3. Had to speak daily with many individual business owners and CEO/business leaders of different supplier companies.

**SKILLS AND CERTIFICATES**

Intermediate skill in Microsoft Excel, word, powerpoint, and google adjacent products

Intermediate skill in Python 3.12.4

Beginner skill in web development (Full stack)