



Agatha Phan Bernal

FULL STACK WEB DEVELOPER / CONTENT WRITER / VIDEO GAME ENTHUSIAST



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GitHub
Devmadia

Website
Portfolio

CERTIFICATIONS

Full Stack Web Development November 2020
University of Texas at Austin

A six month (24 week) course on MERN full stack web development.

HOBBIES

Cultivation of Carnivorous Plants
Creative Writing Side Projects
Video Game Enthusiast

OBJECTIVE

Adaptive, innovative, and persistent 'jack of all trades' seeking to cultivate programming and web development skills in an environment supporting professional growth.

WORK EXPERIENCE

TEXAS A&M UNIVERSITY – CORPUS CHRISTI (March 2015 - October 2016)
Department of Mathematics & Statistics Administrative Assistant

- Accounts reconciliation of budget with FAMIS, clerical duties, departmental meeting minutes, screened department chair correspondences to organize and prioritize communications, event planning, expense reports, utilized discretion to handle sensitive and confidential information, made purchases for department as needed, local and foreign travel arrangements with Concur, reception of public visitors, process of Employment Payroll Action (EPA) forms and onboarding for new hires through Guardian I-9 and E-Verify, conference room scheduling through Ad Astra, working knowledge of Microsoft Word, Excel, PowerPoint, Outlook, Office 365, OneNote, Digital Measures, and Adobe Acrobat Reader
- Content manager of official and unofficial department website vitals for current and prospective students; production of detailed departmental manual on policies and procedures relating to COSE: Department of Mathematics and Statistics
- Scheduled for 20+ faculty, 15 teaching assistants, 8 adjunct instructors; supervised 2 part-time student workers and 8 MPLAs

JACKSON HEWITT TAX SERVICES (January 2015 - May 2015)
Licensed Professional Tax Preparer

- Prompt correspondences with clients on tax inquiries, provided excellent customer service; processed monetary transactions involving cash, checks, and credit methods
- Explained income-tax return process, sought out optimal tax deductions, assisted walk-in clients for federal and state returns
- Fulfilled weekly e-filing goals ahead of schedule, researched applicable tax information to improve working tax knowledge

STUDIO BESPOKE (March 2011 - June 2012)
IT Technician & Contract Editor

- Managed commercial merchandise inventory and order processing while maintaining active report logs and records of daily vendor activity, regular bank deposits, reviewed and revised contract documentation
- Implemented technical support on-site for cloud based services and website administration, computer software and hardware related issues, file sharing, e-mail support through Google Apps, network printing, and general administrative duties

TEXAS A&M UNIVERSITY – CORPUS CHRISTI: IT USER SUPPORT SERVICES (August 2003 - January 2010)
Technical Lab Assistant / Research Teaching Assistant

- Customer oriented IT professional with experience in network administration, presentation, and demonstration experience of proprietary software for laypersons; team helpdesk lead, employee mentor, and staff trainer
- Maintained professional relationship with interoffice personnel, clients, supervisors, other administrative staff, and department visitors; able to handle stressful situations with a general calm demeanor and genuine approach to assist others
- Utilized effective communication with a sharp focus on customer service representation to overall best reflect department in-person and via phone support; talented in diffusing tense situations with
- Arranged appointments and employee scheduling, general administrative work, campus wide event coordination and implementation

PROJECTS

sootheR July 2020
<https://github.com/Devmadia/soother>

sootheR is a news reader for relevant articles with an intuitive user interface to promote soothing and comforting random quotes to offset negative emotions brought on by pandemic updates.

Regex Tutorial for Matching HTML Tag October 2020
<https://gist.github.com/Devmadia/d8707641ee92024d91e7be261f0cb8e2>

This tutorial is specific to utilizing Regular Expressions (Regex) for matching an HTML tag. Implimentation of a Regex in this way is a narrow pattern search. The following tutorial will help demonstrate the usage of an HTML Tag Regex search.

A Book Search November 2020
<https://github.com/Devmadia/abooksearchengine>

A MERN stack, with a React front end, MongoDB databse and Node.js/Express.js server and API application utilizing Google Books API search engine. Users can search for and save books they want to read or purchase at a later date.

I'll Be Honest (and You'll Wish I Hadn't) September 2020
<https://github.com/GildedRose/illbehonest>

A cutthroat hobbyist social media fullstack web development platform where users can submit posts for two types of audience feedback: "Don't Make Me Cry" or "Roast Me, Baby".

EDUCATION

Texas A&M University – Corpus Christi (August 2002 - May 2010)
Bachelor's Degree English 3.52
Minor in Journalism