

# Dina L. Brady

West Valley City, Utah

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GitHub: <https://github.com/DinaLo44>

## Summary

Full Stack Web developer noted for a positive attitude and high interest to learn new technologies. A bilingual problem solver focused on giving effective results when working alone or in a team setting. Recently earned a certificate in Full Stack Web Development from the University of Utah.

## Technical Skills

### Software Packages/Platforms:

Microsoft Office, Outlook, Zoom, GitHub, Visual Studio Code

### Software Languages:

Frontend: HTML5, CSS3, JavaScript, JQuery, Bootstrap

Backend: Node, Express, MySQL, NoSQL (MongoDB), React, MERN

## Projects

**Name:** E-commerce-backend

**Link to GitHub:** <https://github.com/DinaLo44/E-commerce-backend>

**Responsibilities:** Set up database structure and server functionality

**Tools Used:** MySQL2, Sequelize, Node, Express

**Name:** team-profile-generator

**Link to GitHub:** <https://github.com/DinaLo44/team-profile-generator>

**Responsibilities:** Set up database structure, server functionality and testing.

**Tools Used:** HTML, CSS, Bootstrap, JavaScript, Node.js, Jest, Inquirer.

## Experience

### Immigration Paralegal | My 601Waivers LLC | Midvale, Utah | 2018 - 2022

#### *Job responsibilities:*

- Reviewed and prepared sensitive documentation within strict deadlines.
- High organization and time management skills.
- Critical thinking, effective written and oral communication skills in both English and Spanish.

#### *Key Accomplishments:*

- Recognized by the CEO and owner of the company for having a good attitude and being able to prepare urgent cases in a 48 to 72-hour period.
- De-escalate conflicts with stressful clients through attention to detail and professionalism, bringing more clientele to the company and helping to raise the success rate to 99%.
- Empathetic and collaborative with other staff members. Actively participated in monthly meetings to bring up ideas on how to improve our services.

## **Consular Officer | Consulate of Mexico | Salt Lake City, Utah | 2009 - 2017**

### *Job Responsibilities:*

- High sense of attention to details and ability to understand legal concepts.
- Worked in a fast-paced environment, attending over 100 people daily while providing effective results in their documentation process.
- Being comfortable to learn new technologies while embracing mistakes as an opportunity to grow and a boost to keep learning.
- Active participation in local events with the hispanic community and local authorities.

### *Key Accomplishments:*

- Titled by the Consul of Mexico as the Head of the Vital Records and Notary Public department. Received Congratulatory institutional emails from the Mexican Secretariat of Foreign Affairs.
- Noted as a committed employee while participating in radio programs, educational institutions meetings, local government events as a representative of the Consulate of Mexico.
- Traveled with different teams to Wyoming and across the State of Utah to promote the Consulate services and worked extra hours until the last person in the meetings received assistance.

## **Education**

### **Full Stack Web Development Certificate**

University of Utah

Salt Lake City, Utah

June 2022 – November 2022

**Program Summary:** Intensive 24-week program that required to learn complex concepts at a fast-paced basis and apply them in real-world projects. Fast learning, motivation, team collaboration and strong communication skills were vital to fulfill the requirements of the course.

### **Statistics and Integrated Algebra**

Salt Lake Community College

January 2022 - May 2022

**Course Summary:** I was able to strengthen my knowledge and abilities to identify trends and analytical concepts such as data structures, variables, summaries, graphics, and basic data collection techniques. I also worked on algebraic concepts like equations, expressions, linear regression, square roots, etc.

### **Emotional Intelligence for Business Professionals Certification**

Salt Lake Community College

October, 2021

**Certification Summary:** This was an 8-hour certification where I learned to identify the components of emotional intelligence, to recognize how emotional intelligence benefits organizations and how to practice emotional intelligence in common workplace scenarios.

### **Bachelor's Degree in International Relations and Affairs**

Autonomous University of Tamaulipas

Ciudad Victoria, Tamaulipas, Mexico

**Degree Summary:** Four-year degree focused on the study of international politics, organizations and the principles of diplomacy and foreign policies. Must have a high proficiency in English in order to graduate. Graduated with honors.