

Dina L. Brady

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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

Web Coding Bootcamp Program Certificate (Full Stack Web Development)

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.