

Gabriel Novoa

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Objective

Driven and dependable Computer Science student with a strong foundation in problem-solving, customer service, and teamwork. Eager to apply technical knowledge and a strong work ethic in a part-time or seasonal role. Open to opportunities in retail, administrative, or tech-related environments. Adaptable, quick to learn new systems, and available for a flexible schedule.

Education

- University of Houston-Downtown – Houston, TX Expected Graduation: 2026
Bachelor's in Computer Science
- Houston Community College – Houston, TX May 2023
Associate of Science
- East Early College High School – Houston, TX May 2023
High School Diploma

Work Experience

Cleaner at Nora's Cleaning Services

Jan/2016 - Present

- Maintained clean and organized environments for residential and commercial clients.
- Managed supply inventory and organized materials for daily operations.
- Demonstrated time management and reliability through consistent service delivery.

Customer Service Associate at H-E-B

May/2025 - June/2025

- Provided fast and friendly bagging service while maintaining efficiency and accuracy at checkout to enhance the customer experience
- Assisted customers with loading groceries and offered carry-out service, ensuring a positive and helpful shopping experience
- Maintained a clean and organized front-end area, restocked bags and supplies, and supported cashiers to keep operations running smoothly

Skills

- Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Data Entry & Document Preparation
- Problem Solving & Team Collaboration
- Time Management & Attention to Detail
- Proficiency with ChatGPT
- Basic Programming (HTML and CSS)
- Python
- C++

Projects

- **Employee Absence Management System** using **C++**
- **Resume website** using **HTML & CSS**