

GABRIELA GUAYARA

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EDUCATION

Borough of Manhattan Community College (BMCC), New York, NY

Associate in Science Degree; Major: **Computer Science**

Expected date: December 2023.

Per Scholas Remote Learning – Bootcamp, Bronx, NY

Software Engineering Training Certificate, October 2021

WORK EXPERIENCE

Black Studies Across the America, BMCC, New York, NY

Student Researcher

August 2022 to December 2022

- Worked with fellow researchers in-person and remotely to collect and analyze data about Afro-Peruvians Diaspora.
- Collaborated in the creation of open educational resources that are adaptable for educators across the world.
- Participated in workshops, including Research Design, Digital Tools, Career Development and Study Abroad.

Estafeta, Queens, NY

Retail Customer Service

November 2020 to March 2022

- Mastered the company IT system to input and update the customer's information and generate shipping labels.
- Kept track of the customers' packages using Excel and send them notifications by text.
- Resolved customers' concerns and responded quickly to their complaints with a positive attitude.

INTERNSHIP EXPERIENCE

New York Center for Interpersonal Development – NYCID, Staten Island, NY

Office Assistant, Remote

July 2022 to August 2022

- Researched growing industries and identified companies in those industries who NYCID can partner with.
- Researching potential non-profits and agencies that NYCID can work with in future programs.
- Conducted internal review on NYCID's communications and created Marketing Campaigns.

Dr. Enrique Noboa Arizaga High School, Canar, Ecuador

Office Assistant

January 2016 to April 2016

- Acted as receptionist for the school; greet and receive public, parents, students, vendors, etc. in a courteous manner.
- Operated a telecommunications system; receive incoming calls; record information as required; transfer calls to appropriate department/staff.
- Responded to inquiries and/or takes messages and distributes to appropriate office/staff.

HONORS AND AWARDS

- Dean's List – Borough of Manhattan Community College

Spring and Fall 2022

COMPUTER SKILLS

- **Software Skills:** HTML5, CSS3, JavaScript, C++, SQL, React.js, REST APIs, GitHub, Postman.
- **IDE:** Visual Studio Code, Elipse.
- **MS Office:** Word, Excel, Outlook, PowerPoint, OneNote.
- **Google Drive:** Docs, Sheets, Slides, Forms.

LANGUAGE SKILLS

Fluent in spoken and written Spanish.