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## SKILLS

**Software:** JavaScript, jQuery, Ruby, Ruby on Rails, ActiveRecord, PostgreSQL, HTML5, CSS3, SASS, Heroku, Bootstrap, Git, R, Excel  
**Foreign Languages:** English (Native), Spanish (Native), French (Beginner)

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## WORK EXPERIENCE

New York Code + Design Academy

**Web Development Fellow**

Manhattan, NY  
June 2018 – Sept. 2018

- Admitted to selective scholarship program, fully funding fullstack Bootcamp attendance.
- Created various software development projects in various technologies spanning the modern web development toolkit in a rigorous curriculum highlighted on my portfolio site:  
[jorgenavarro.me](http://jorgenavarro.me)

Prime Clerk, LLC

**Corporate Restructuring Administration Consultant**

Manhattan, NY  
May 2017 – Jan. 2018

- Ensured service of corresponding legal notice to various creditor classes in accordance with Chapter 11 specifications and client request. Issued required affidavits of service.
- Cleaned 10,000+ row creditor matrix data (CSV).
- Transferred claim data into inhouse system.
- Responded to creditor inquiries and prepared weekly reports for client using call center data.

Department of Economics, Binghamton University

**Undergraduate Economic Research Assistant**

Vestal, NY  
Sep. 2015 – Dec. 2015

- Cleaned CSV files from early censuses of the American South and Midwest for later use in Econometric and Machine Learning techniques.

Millennial Strategies, LLC

**Political Consultant Intern**

Huntington, NY  
Jun. 2015 – Sept. 2015

- Conducted donor research using FEC and source data on donor history.

Anndrea Starzak for New York State Senate

**Political Campaign Intern**

Binghamton, NY  
Aug. 2014 – Nov. 2014

- Canvassed on behalf of candidate and throughout New York 52<sup>nd</sup> senate district.

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## EDUCATION

New York Code + Design Academy

**Web Development Fellowship**

Manhattan, NY  
June 2018 – Sept. 2018

Binghamton University

**B.A. Economics**

Vestal, NY  
Aug 2013 – Aug. 2016

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## OTHER EXPERIENCE

**Assistant Spanish Translator to Senior Translation Expert (Gladys Henao, M.A.)**

April 2016 – Present

- Researched usage precedents of legal, business, and medical terminology.
- Proofread first drafts of selected Spanish language documents.
- Shadowed court certified translator with over 20 years of experience in working with sensitive assignments, government clients, and high-level security clearance.

**Private Economics Tutor at Binghamton University**

Sep. 2014 – May 2016

- Tutored individuals and groups in Economics courses ranging from 100 to 400 level: Principles of Macroeconomics, Principles of Microeconomics, Macroeconomic Theory, Microeconomic Theory, Monetary Economics.

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## LEADERSHIP EXPERIENCE

**Co-President, Economics Club**

Sep. 2015 – May 2016

**Secretary and Treasurer, Spanish Club**

Sep. 2014 – May 2016

**Financial Vice-President, Bingham Residence Hall**

Mar. 2014 – Sep. 2014