

JOSE I. NIEVES-DIAZ

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my portfolio



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EDUCATION

Ohio State University, Columbus, OH
Bachelor of Science in Finance

Expected Graduation: May 2024

Dublin Scioto High School, Dublin, OH
High School Diploma
Cumulative GPA: 4.0

Graduation: April 2018

WORK EXPERIENCE

OSU ODEE Tech Support, Columbus, OH

August 2021 – Present

Student Worker

- Resolve IT tickets using Microsoft Teams and Microsoft Planner
- Communicate issues and resolved issues via handheld transceiver
- Help maintain computer lab rooms clean and updated
- Answer phone calls regarding our poster printers, editing applications, and special services
- Responsible for scheduling appointments
- Communicate face-to-face with professors and TAs to inform about OSU classroom technologies

Amazon LLC, West Jefferson, OH

March 2020 – September 2020

Warehouse Associate

- Responsible for packaging orders while meeting the company's packaging rate
- Organized warehouse supplies with manual forklift
- Responsible for sanitizing warehouse during the peak of COVID-19 pandemic

American WeatherTechs, Columbus, OH

November 2019 – March 2020

Marketing Representative

- Communicated with clients face-to-face or through cold calling about company's products
- Responsible for following up with prospects
- Communicated with district manager concerning customers' special demands
- Issued prospect appointments with company's sales experts
- Brought in approximately forty to eighty thousand dollars in revenue

Panera Bread, Columbus, OH

February 2015 – January 2016

Associate

- Responsible for taking customer's order and handling cash
- Assisted customers by providing information about products and resolving their complaints through the phone (catering)
- Responsible for weekend openings in the kitchen area

VOLUNTEER EXPERIENCE

Local Columbus Soup Kitchen, Columbus, OH
Community Service Volunteer

August 2018 – December 2019

- Helped the homeless by providing food and starting dialogues for emotional support

Franklin County Board of Elections – Youth at the Booth,
Columbus, OH
Booth Volunteer

November 2017

- Assisted voters by giving an overview of the voting machine's functionality
- Helped organize voting location early in the morning and pack-up all equipment into the truck by the end of the election day

CAMPUS INVOLVEMENT

Code 4 Community, Columbus, OH
Club Member

August 2021- Present

- Contribute to the club's plan by developing middle school level programming applications
- Maintain and submit code via GitHub/VS Code
- Receive feedback from our project leader
- Attend coding workshops at local Columbus middle schools

ADDITIONAL SKILLS

- Bilingual: Fluent Spanish & English
- MS Excel, MS Access, MS Word, MS Outlook
- HTML, CSS
- Tailwind CSS & Bootstrap
- ReactJS
- JavaScript
- Java
- Python
- MySQL
- NoSQL
- GitHub
- Knowledge of RESTful APIs