KIMBERLY PEREZ

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Full Stack web developer with background in Immagration Paralegal. Earned a certificate in Full Stack Web Development from the University of Pennsylvania Coding Boot Camp. Innovative problem-solver who is passionate about developing apps. Strengths in creativity, teamwork, and building projects from ideation to execution.

TECHNICAL SKILLS

Languages: JavaScript ES6+, CSS3, HTML5, SQL, NoSQL
Applications: GitHub, MongoDB, MySQL
Tools: Express, React, Node, Handlebars, Query, Bootstrap, NPM, jQuery, RESTful APIs, JSON,

PROJECTS

WeatherApp | GitHub: /Weather | Deployed project: /Website
- Summary: Weather app that provides current and future weather forecasts in cities.
- Role: Sole author
- Tools: HTML, CSS, JavaScript, Bootstrap, jQuery, Font Awesome, API

Note Taker App | GitHub: /NoteTaker | Deployed project: /NoteTakerApp
- Summary: Note Taker can save and delete.
- Role: Sole author
- Tools: HTML, CSS, JavaScript, Express, jQuery, JSON, Bootstrap, Heroku

Art Loop | GitHub: /Art_Loop | Deployed project: /Art_Loop
- Summary: Virtual Art Museum
- Role: Back end team
- Tools: HTML, CSS, SCSS, JavaScript, jQuery

EXPERIENCE

Student   **May 2021 - November 2021**
UPenn LPS, Trilogy Education Services   **Philadelphia, PA**
- Building websites from ground up with my listed technical skills above.
- Debugged in HTML, CSS, JavaScript, etc.

Immagration Paralegal   **October 2019-Present**
MC Law Group, LLC   **Philadelphia, PA**
Immigration paralegal works with immigration attorneys in the process of helping clients through the citizenship process or in deportation proceedings:
- Advocate and communicate extensively with clients regarding requests for information, case status, and immigration procedures.
- Responsible for preparing a wide range of immigration applications/petitions/benefits including: G-28, EOIR-28, I-130, Asylum, and Citizenship.
- Prepared above petitions and applications under the supervision of the immigration attorney.

- Prepare Motions, Memorandum, and Exhibits for attorneys' review to send to Immigration Courts.
- Serve as a Spanish/English translator.
- Work effectively with an attorney to meet deadlines by showing good decision-making and problem-solving skills and being able to multitask.
- Assisted attorneys in preparing for trials and court proceedings;
- Worked closely with Attorneys, as well as international and national clients to gather and organize supporting data and documents to prepare cases;
- Prepared, reviewed and filed nonimmigrant and immigrant visa petitions to the United States Citizenship and Immigration Services ("USCIS") and U.S. Embassy's and Consulates overseas;
- Prepared appropriate forms regarding client matters before the Departments of Homeland Security, State, and Justice;
- Scheduled, coordinated and confirmed court dates, appointments, and meetings;
- Prepared affidavits or other documents, such as legal correspondence, and organize and maintain documents in paper or electronic filing system;
- Answer Multiple Phone, Client Intake and Filing.

Supervisor Chef   **July 2016- October 2019**
OTG Management   **Philadelphia, PA**
The Supervisor-Chef are responsible for organizing and ensuring kitchen systems for food production, presentation, and customer satisfaction:
- Supports the rest of the management team in the areas of menu development, supply, quality, cost-control, and the hiring, development, and evaluation of hourly Crewmembers in the kitchen.
- Promotes an attitude of pride, cooperation, and success in the unit and with all Crewmembers
- Provides leadership to the Crewmembers and newly hired Crewmembers in the Unit
- Monitor and ensure quality, effective, and efficient kitchen operations
- Responsible for food preparation, ingredient freshness and control, appropriate cooking, presentation, and customer satisfaction.
- Ensure food is within proper temperature holding zones by conducting frequent line checks
- Responsible for maintaining OTG, state and local standards of sanitation
- Ensure standards of cleanliness and organization in the kitchen
- Maintain inventory: order, receive and account for all food products and purchases
- Accountable for successful onboarding of new hourly crew members ensuring they have the tools and support necessary to be successful and reduce turnover
- Directs the team toward achieving the Unit's service and financial goal
- Ensures crew is productive and perform all their responsibilities
- Responsible for training, evaluating, and managing kitchen staff performance following OTG policies and procedures.
- Ensure cost-effective and efficient staffing and adherence to labor budgets.
- Maintain regular communication with managers and crew
- Keep abreast of changes in food compliance and OTG company standards and practices.
- Able to use the crewmember handbook and CBA to understand OTG policies and procedures. Communicate them with consistency

EDUCATION

Bootcamp Certificate: Penn LPS Coding Boot Camp, Philadelphia, PA (Pending Graduation November 13th, 2021)

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, Javascript, JQuery, Bootstrap, Node Js, API, JSON, MySQL, MongoDB, Express, Handelbars.js & ReactJS.

Certification: Real Estate, Temple University, Philadelphia, PA