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| ABOUT ME |
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| I recently graduated from Quincy College with a degree in Computer Science Programming and am bilingual in English and Spanish. As a former student-athlete, I have a strong foundation in teamwork, discipline, and time management, acquired through college baseball. I am passionate about technology and problem-solving, with strong skills in programming and software development. I have gained hands-on experience with web technologies and multiple programming languages, and I am committed to developing as a web developer. |

### **Work-Study**

**Marketing**

* Assist in the planning and execution of school-wide marketing operations- social media, flyer distribution, and marketing material.
* Assist with TikTok/Instagram Reel content ideas and production.
* Collaborate with the marketing team to create compelling content for various channels: including social media, email, and website.
* Assist with graphics designs using Apps Like: Canvas / Photoshop & Figma.
* In these Apps, I have done flyers, posts, & templates.

##### **Financial Aid / Quincy, MA / September,2024, 2025**

* Assist new, current, and prospective students with FAFSA and/or FSA ID to set up Scan and file documents.
* Monitor Check-In.
* Organize work study applications and assist students with completion of onboarding packages.
* Maintain Financial Aid Filing system and archiving older student files, when applicable.
* Assist in presentations.
* Back office assisting as needed by the Financial Aid office and other Enrollment services divisions
* Other duties as required.

### **Cleaner**

### **W & Services / Quincy, MA / 2019 to 2024**

### **Ug2 / Quincy, MA / 2024 to 2025**

* Thoroughly clean and sanitize all areas, including offices, restrooms, and communal spaces.
* Perform routine inspections to ensure cleanliness standards are met.
* Manage waste disposal and recycling processes to maintain a sustainable environment.
* Utilize appropriate cleaning techniques and equipment to ensure efficiency.
* Maintain inventory of cleaning supplies and report shortages as needed.
* Assist in organizing office layouts to enhance functionality.
* Collaborate with its team members to streamline cleaning operations and improve service delivery.
* Vacuum carpets and mop floors to ensure a spotless appearance.
* Dust surfaces and fixtures to maintain a clean and hygienic environment.
* Replenish restroom supplies and ensure they are adequately stocked.
* Inspect and clean windows and mirrors to enhance overall appearance.
* Address special cleaning requests and additional duties as assigned.
* Support site supervisors in maintaining compliance with health and safety regulations.
* Supervising, giving machines to the carpet to clean, and a lot of projects, with different machines.

**Skills**

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| * Computer programming | * C++ |
| * Data Structures | * Web Design |
| * HTML / CSS / JS | * Word / Excel / Power Point / Access |
| * Canvas / Photoshop / Figma | * Net Working |
| * Ubuntu / Unix with Linux | * CapCut |
| * Adobe | * WordPress |
| * UI / UX | * AI |

# Education

## Quincy College

## Quincy, MA

## Associates of Science, Computer Science Major

September 2021 – Graduated May 2025