# Maribel Doris Montes

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**Objective:**    Seeking a position which will require me to utilize my skills, abilities and experience that will contribute to the growth of the company.

**Education:**    **Certificate, Full Stack Web Developer, March 2022**
The University of Texas at Austin

**Bachelor of Science, Electrical Engineering, May 2012**
The University of Texas at Austin

**Technical Skills:**

Front end: CSS3, Bootstrap, HTML5, JavaScript, JQuery, Handlebars.js,

Back end: MySQL, MongoDB, Express.js, React.js, Node.js,

Other technologies: Command line, Git, Heroku, C, C++, Java, Adobe Photoshop, LabVIEW, Multisim.

**Skills:**    Proficient with Microsoft Office, Kronos, Reportsafe, TM1, GuestVoice/Medallia, I left my stuff, Lightspeed, GXP, Unifocus. Strong organizational skills and good interpersonal skills. Determined, reliable and responsible. Effective at delegating work assignments. Fluent in Spanish and Basic Korean.

**Projects**:

Mar 2022    **Tech Blog - ack end and front end developer,**
Application that allows the user to make posts and to shared them with other users. Users are also allowed to comment on posts shared.

Feb 2022    **Anyone can cook! App - back end and front end developer**,
Group application used as a recipe book. It allows the user to create an account an to create recipes and share them with other users. The application allows the user to search by recipe name, ingredients or author.

Jan 2022    **Stellar Sights App - back end developer,**
Group application used to determine if celestial bodies are visible in the night sky based on the weather conditions at a location provided by the user.

Dec 2012    **Digital Signal Processing Project sponsored by Texas Instruments (TI)**.
Designed a system that enhances video conferencing by utilizing sound to locate a participant and steer the camera toward them via Digital Signal Processing (DSP). Developed, tested and refined the system software.

Dec 2012    **Embedded System Project**,
Created a navigational system to help visitors find their way around the engineering building. Designed the PCB layout of the microcontroller, "State Machine", and part of the system's software.
**Accomplishment:** Third place at class competition.

Nov 2009    **Logic Design Project,**
Designed a multiplier for unsigned binary numbers that will multiply a 3-bit multiplicand by a 4-bit multiplier to give a 7-bit product. Designed the state graph for the control system. Developed, tested and refined the VHDL description of the system.

**Experience:**

11/17 – 12/21    **White Lodging Services, Inc**
**Housekeeping Manager,** *The Westin Austin Downtown*
Manage, lead and oversee the entire housekeeping team of 50 associates, to include, GRA, Public Space attendants, Houseman, Inspectors, Supervisor, and Laundry department. Oversee performance and action plans for Q12 score. Ensured all associates are certified. Performed daily tasks such as, breaking the house, inspecting rooms, updating laundry productivity tracker, reviewing checklists, updating White

Lodging H-drive, etc. Performed weekly inventory and ordering of all guest supplies for rooms and the public spaces within the hotel. Edit and Approval of temp company labor on weekly basis. Oversee GXP requests for speedy guest delivery with accuracy. Review staffing levels daily to ensure all rooms are cleaned and flipped for revenue management sellouts.

3/17 – 11/17  **White Lodging Services, Inc**
**Housekeeping Supervisor,** *The Westin Austin Downtown*
Performed daily tasks such as, daily assignment, PARC, and HotSOS inspections. Oversee GXP requests during the night to ensure all guest requests are met. Lost and Found Champion. Ensured all linen closets are up to par. Active communication with front desk to solve any guest issue. Performed linen inventory on a monthly basis. Ensured all rooms got turn over to front desk for guest arrivals. Updated brag board, GSS tracker, training grid and checklist binder.

8/16 – 3/17  **White Lodging Services, Inc**
**Housekeeping Inspectress,** *The Westin Austin Downtown*
Performed HotSOS inspections daily to hold housekeepers accountable. Ensured all rooms assigned for the day got cleaned. Assisted housekeepers and houseman through the day making sure linen closets were to par and rooms were getting stripped. Worked with housekeepers to make sure stayover rooms were getting cleaned as well as checkouts. Active communication with front desk to ensure all guest needs were met before guest arrival or during guest stay.

6/15 – 6/16  **White Lodging Services, Inc**
**Public areas attendant,** *The Westin Austin Downtown*
Daily review with leader on duty over projects to work on the day. In charge of the cleanliness of the banquets, lobby, pool and fitness areas. Made sure all amenities were stocked and areas were cleaned. In charge of guest request and speedy delivery of requests. Took care of all associates areas to make sure they are clean and organized.

11/13 – 05/15  **Stadium people, Guest Services,** *COTA*
Read tickets and Direct guests to correct stand. Guide and interact with guests around venue. Performed inspections on guests to made sure items prohibited are not entered in the venue. Helped set up stands and close for the day.

05/12 – 06/15  **Computer and Automobile Repair Assistant,** *Montes Car Shop*
Diagnose and repair desktops and laptops, perform installation and troubleshoot computer hardware and software. Perform routine and anticipatory maintenance of vehicles and equipment. Diagnose, repair and perform accepted service on customer vehicles. Assist mechanic with replacing auto parts.

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09/06 – 11/06  **Electrical Engineer Intern, El Mundo Newspaper**
Implemented network wiring of a new complex of the company. Installed ceiling fans, electrical outlets and telephone lines.

05/06 – 08/06  **Electrical Engineer Intern, Hispatex**
Designed and installed the electrical wiring, network wiring and telephone lines of the remodeled building of the company.

**Accomplishments:**
SLDS 1
Housekeeping and Laundry Workshop
Flight school

**Community Involvement:**
Volunteer, Fall Engineering EXPO

Mentor, Peer Assistance Leaders (PALs)
Volunteer, Introduce a Girl to Engineering
Volunteer, Breast Cancer Resource Center (BCRC) Champagne Brunch and Auction

**Professional Organization:**

Member, Dress for Success, 2014 – present
Member, Institute of Electrical and Electronics Engineers, 2012
Member, Society of Women Engineers, 2010
Member, Women of Engineering program. 2009
Member, Phi Theta Kappa, 2008

**Awards/Recognitions:**

Manager of the 1st quarter (Westin Austin Downtown), 2019

Associate of the month (Westin Austin Downtown), 2017

Hispanic Scholarship Fund recipient, 2009-2010