

# LEONELA GUZMAN

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## WORK EXPERIENCE

IT Assistant

PATTON LAW FIRM | Houston, TX | Aug 2016 - Current

- Manage day-to-day IT systems, Windows environment and server administration
- SOHO network configured with security and firewall planning
- Keep licenses and other legal documents up-to-date, monitor ongoing contracts
- Hardware installation, configuration, backup and recovery operations

Information Technology Intern

HOUSTON PUBLIC LIBRARY: CENTRAL FLAGSHIP | Houston, TX | Aug 2016 - Current

- Assisting staff with projects and troubleshooting as the central IT hub (44 public branches)
- Imaging software experience with Symantec Ghost and SOE configurations for desktops, laptops

Brand Strategist

Y DELICACIES | New Orleans, LA | May - Dec 2015

- Generated Mailchimp newsletters, designed Squarespace deliverables via Illustrator, Photoshop
- Researched trends and challenges relevant to food/lifestyle blogs; utilized AdSense, AdWords, SEO

Art Department Assistant

MTV “SCREAM: TV SERIES”, SEASON 01 | Baton Rouge, LA | Summer 2015

- Assisted budget reconciliation, department calendar, inventory tracking, basic network troubleshooting
- Acquired legal permissions to use visual and sound material clearances

Communications Coordinator

SOUTHERN COALITION OF FASHION & DESIGN | New Orleans, LA | 2014 - 2015

- Developed relevant press, media and industry contacts, booked accommodations
- Reported monthly performance analysis and press briefings, delegated assignments
- Introduced project management software to improve internal communication

Production Assistant

FRANK MCMAINS PHOTOGRAPHY | Baton Rouge, LA | 2014 - 2015

- Equipment tracking and loading, coordinated travel itineraries and shooting schedules
- Collaborated with Louisiana Economic Development (LED) to promote small-business growth across the state

Web Design Intern

REPUTATION CAPITAL MEDIA SERVICES | Baton Rouge, LA | Summer 2014

- Executive assistant to the Creative Director, redesigned city's 3 major online publications
- WordPress maintenance, e-commerce tools to track and analyze data, ROIs
- Created white papers, landing pages, eBooks and other B2B/B2C content

## EDUCATION

3.75 GPA

Computer Science  
Political Science, History

University of Houston, Houston, TX | 2017  
Louisiana State University, Baton Rouge, LA | 2014

## ORGANIZATIONS

Anita Borg Institute for Women In Technology, Women’s Society of Cyberjutsu, Girls Coding Club,  
Cloud Security Alliance, Houston Area Hackers Association, Information Security Careers Network (ISCN)

## SKILLS

Trilingual: ENG/SPA/FRE, HTML5, CSS, C++, Visual Studio, Windows 10, Mac OS X, Adobe Creative Cloud,  
Google Apps, Salesforce, Project Management Software, Web Design, Public Relations, Social Media, Event Planning,  
Content Marketing, Copywriting, Research

## CERTIFICATIONS | COURSEWORK

ITCC 1401: Cisco Exploration Networking Fundamentals (CCENT in progress)  
Front End Development Certificate (FreeCodeCamp in progress)  
Python (Codecademy in progress)