

LEONELA GUZMAN

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WORK EXPERIENCE

IT Administrator

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 IT projects and troubleshooting as the central hub of 44 public branches
- Imaging software experience with Symantec Ghost and preparation of SOEs 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 (Quickbooks, Excel)
- Maintained 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, eCommerce tools to track and analyze data and ROIs
- Created white papers, landing pages, eBooks and other B2B/B2C content

EDUCATION

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: EN/SP/FR, HTML5, CSS, C++, Visual Studio, Windows 10, Mac OS X, Adobe Creative Cloud, Microsoft Office, Google Apps, Salesforce, Project Management Software, Public Relations, Social Media, Event Planning, Content Marketing, Web Design, Copywriting, Research

CERTIFICATIONS | COURSEWORK

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