

EDUCATION

12/17 **Texas State University** B.S., Computer Science ■ GPA 4.0

05/13 **The University of Texas at Austin** B.A., International Relations ■ Spanish Minor GPA 3.6

08/12 **Halliburton Business Foundations Summer Institute at UT-Austin**
Foundation courses in Accounting, Finance, Marketing, and Management

EXPERIENCE

08/16 -- Present Entry Level Programmer **Texas State University** San Marcos, TX

- Utilizing Adobe's Phonegap framework to create cross-platform mobile apps using php, JavaScript, and HTML.
- Encrypted a mySql database with an AES algorithm.
- Helped to set-up an Apache web server for Linux.

03/16 -- Present Data Entry Clerk **Drunk Elephant** Austin, TX

- Enter customers' orders into QuickBooks from Shopify, Stripe and Paypal.

03/16 – 08/16 Part-time Bookkeeper **Primizie** Austin, TX

- Entered all customers' purchase orders, and invoiced each one with unique billing attributes. Visited customers' web portals to retrieve and enter credits. Received payments.
- Helped nation-wide sales team to keep track of their goals by updating weekly sales dashboard in Microsoft Excel.
- Entered/paid bills. Processed bi-weekly payroll. Reconciled monthly credit card expenses.
- Prepared files for a sales tax audit of the company's first three years in business.

06/13 -- 12/13,
07/15 – 02/16 Administrative Assistant **Dry Utilities of Texas, LLC** Austin, TX

- Assisted with accounts payable, entered/paid bills, for small construction company.
- Processed weekly payroll. Paid payroll taxes.
- Reconciled monthly bank statements.
- Created and managed filing system for hard and soft copies.

2014 English as a Foreign Language Teacher **SENA** Medellín, Colombia

- Instructed vocational English to underserved young adults. Developed an original curriculum. Submitted bi-weekly lesson plans.
- Created a class website to spark enthusiasm for learning.
- Fostered leadership and teamwork skills with group activities.
- Through evaluations, discovered individual students' needs to adjust for varying levels.
- Collaborated with colleagues to coordinate fieldtrips and special educational events.

08/12 -- 10/12,
08/13 -- 10/13 Order Entry Processor **The University Co-op Bookstore** Austin, TX

- Provided customer support with a positive attitude, effectively resolving user issues in-person, over the phone, and in LiveChat.
- Retrieved and packaged orders, and reviewed for errors while accurately achieving time-sensitive goals during company's busiest season.
- Helped with training new employees by showing necessary procedures of the company.