Moises Figueroa

Software Developer

Cumming, GA

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SKILLS

			Spoken Languages
● Javascript	● ReactJS	● Git and Github	
● HTML	● NodeJS	● MongoDB	● English (Native/Bilingual)
● CSS	● ExpressJS	● Google Cloud Platform	● Spanish (Native/Bilingual)

EXPERIENCE

Safehold Inc, Remote - *Sr. Corporate Services Technician*

JANUARY 2022 - PRESENT

- System Administrator for Document Management Software (M-Files).
- Successfully migrated approximately 1 million documents to the M-Files platform, ensuring data integrity and minimizing disruptions to business operations.
- Managed a user base of approximately 120 employees spread across three different offices across the country, including remote positions.
- Customized M-Files software to meet specific business needs, resulting in improved efficiency and user experience.
- Implemented and enforced information security policies and data governance practices to ensure compliance and data integrity.
- Developed and conducted training sessions for new users, ensuring a smooth transition to the M-Files platform and promoting user adoption and proficiency.
- Resolved user issues promptly and effectively, providing technical support and troubleshooting solutions to ensure seamless system usage.
- Generated comprehensive data reports from M-Files software, providing valuable insights for decision-making and process improvement.

Safehold Inc, Alpharetta, GA - *Corporate Services Technician*

JANUARY 2019 - JANUARY 2022

- Assisted the Office Manager in overseeing daily operations, ensuring the smooth functioning of the office.
- Managed office equipment and liaised with IT support to troubleshoot technical issues.

RCH Foods/Zaxbys, Alpharetta, GA- *Assistant Manager*

JANUARY 2018 - MAY 2022

- Assisted in overseeing daily operations and ensuring the smooth functioning of the restaurant.
- Managed and supervised a team of employees, providing guidance, training, and support to maintain high levels of customer service and operational efficiency.

EDUCATION

Georgia State University, GA- *A.S. Computer Science 3.6 GPA*

JANUARY 2020 - DECEMBER 2022 - **Relevant Coursework:** JAVA Software Development, Data Structures, Technology Ethics.

Nucamp Software Engineering Bootcamp, GA- *Full-Stack Software Development*

JANUARY 2023 - JULY 2023 - **Relevant Coursework:** Front-End and Back-End Web Development.