Monica Pepin

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LINKS

Website
LinkedIn
GitHub

SUMMARY OF QUALIFICATIONS

- Excellent **React**, **JavaScript**, **GitHub, MUI**, **Bootstrap**, **HTML**, and **CSS** skills reinforced through the **development of web apps**
- Proficient organizational skills, team spirit, and **communication skills** enhanced through administrative experience
- Fluent in English and French, intermediate Spanish

SKILLS AND ABILITIES

Programming skills

- Created an e-commerce web app with two **software engineering** and **computer science students,** using **React, Javascript, MUI library, Bootstrap, Firebase**, and **EmailJS (API)**
- Built a Twitter Clone using **React, Javascript, Tailwind CSS, Firebase, Next.js, NextAuth,** focusing on **responsiveness**
- Made an Eyelashes web app using React**,** Javascript**,** Tailwind CSS**, Square,** embedded **Google Maps, EmailJS (API)** focusing on responsiveness, **payment processing** and **appointment booking**

Organizational and team skills

- Gathered information from emails and phone calls and **communicated** it effectively to staff members at meetings, while **delegating** tasks
- Took note of important deadlines and ensured that every **team** member completed their task on time

WORK EXPERIENCE

University of Ottawa, Ottawa - *Note-taking assistant* (Jan. 2022 - Present)

- Learned to take organized, legible notes, and documenting procedures
- Provided students in the accessibility center with thorough class notes

Laval Christian Fellowship, Laval - *Administrator* (Jun. 2019 - Feb. 2022)

- **Updated website by designing** and uploading esthetic banners
- Used google calendar, drive, docs, slides, sheets & forms
- Took notes for staff meetings, responded to emails, and delegated tasks