

MÓNICA POLANCO FABIÁN

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SKILLS

Computer Skills: HTML, CSS, JavaScript, jQuery, Web APIs, Node.js, MySQL, Mongo, React.js, Bootstrap, Git, Express, Jest

Certifications: UNC Coding Bootcamp Certificate (expected August 2020)

Languages: Native Fluency in English and Spanish

PROJECTS

Weather Outside, Web application for you 5-day forecast

Savor, Web Application to look up the lyrics to a song, and artist

Latinx Quiz Time, Web Application the tests your knowledge on the Latinx community

EDUCATION

University of North Carolina at Chapel Hill, Chapel Hill, NC

February -August 2020

UNC Coding Bootcamp

College of the Holy Cross, Worcester, MA

May 2016

Bachelor of Arts: Spanish and Latin American and Latino Studies

Dean's List, Sigma delta Pi-Spanish Honors Society, Mellon Research Grant 2015

Universidad Da Coruña, A Coruña, España

August 2014-January 2015

Universidad Del Salvador, Buenos Aires, Argentina

January 2015-July 2015

WORK EXPERIENCE

University of North Carolina at Chapel Hill, Chapel Hill, NC

February -August 2020

UNC Coding Bootcamp

Executive Administrative Assistant, UNC Chapel Hill Chancellors Science Scholars Program

August 2019-Present

- Invited speaker for two classes on financial literacy for the CSS students
- Review perspective scholar applications and help select a diverse upcoming CSS Cohort
- Attend weekly meetings regarding student's progress and what additional resources they need to be successful
- Organize meetings, over 15 events, flight itineraries and much more for the Executive Director and the CSS department
- Interface with students and find resources to enhance student success
- Highlight student achievement through online content

Residential Caseworker, The Key Program, Inc., Methuen, MA

February 2019-July 2019

- Supervised up to 12 teen females and managed their treatment/service plans
- Provided client advocacy in the areas of female health needs, education, vocation, legal and family intervention
- Coordinated and lead creative, therapeutic recreational activities, and community events
- Maintained written case documentation including daily treatment notes, health and medical records and client incident reports in accordance with agency policies and referral source guidelines

Litigation Paralegal, Zwicker & Associates, P.C., Andover, MA

October 2018-February 2019

- Conducted legal research, draft legal documents, and managed litigation cases
- Provided customer service through phone calls, and mail

Bilingual Paralegal, Gardner Law PLLC, Raleigh, NC

June 2017-July 2018

- Conducted legal research, managed immigration cases and drafted legal documents
- Provided customer service, and conduct client intake before consultations
- Translated during consultations, during immigration interviews, documents to send to the government, and legal agreements
- Managed all social media accounts

Dual Language Teacher, Treadwell Elementary School, Memphis, TN

June 2016-June 2017

- Taught in a first grade Dual Language Program (Spanish), and prepared lessons plans and materials for daily classes
- Maintained communication with parents, organized events for the class and led the Spanish Club
- Participated in weekly faculty, grade level meetings weekly, and professional leadership meetings every other month