

# MÓNICA POLANCO FABIÁN

Durham, NC 27713

**Email:** [MonicaPolancoFabian15@gmail.com](mailto:MonicaPolancoFabian15@gmail.com)

**LinkedIn:** <https://www.linkedin.com/in/MonicaPolancoFabian>

**Portfolio:** <https://mpolan16.github.io/MonicaPolancoFabian>

**GitHub:** <https://github.com/Mpolan16>

## SUMMARY

Full-Stack Web Developer with a BA from the College of the Holy Cross in Worcester, MA and a Web Development Certificate from the University of North Carolina at Chapel Hill. Known as a team player who is passionate about creating innovative web apps, excited to apply what I've learned to new opportunities in web development. Native Fluency in English and Spanish. Open to remote opportunities.

## TECHNICAL SKILLS

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

## PROJECTS

**Tutor Tracker** - <https://afternoon-eyrie-99732.herokuapp.com> | <https://github.com/Mpolan16/project2-jjem>

*Web Application for educators to organize student meetings through an interactive calendar*

- Created most of the Express-Handlebars, Bootstrap and some of the CSS code
- Tools used: Express-Handlebars, Express, Node.js, Sequelize, FullCalendar.io, Moment.js, Bootstrap, jQuery, JavaScript, HTML, CSS

**Read Me Generator** - <https://share.getcloudapp.com/04uPygyB> | <https://github.com/Mpolan16/ReadMeGenerator>

*CLI program for developers to quickly generate "Read Me" files*

- Built the Read Me Generator to make it faster and easier for developers to generate "Read Me" file to their projects
- Tools used: JavaScript, Node.js

**Savor** - <https://caseyvanalstyne.github.io/Savor> | <https://github.com/Mpolan16/Savor>

*Web Application to look up artist and song lyrics*

- Researched APIs, created most HTML code, used Materialize, and CSS
- Tools used: Materialize, HTML, JavaScript, jQuery, CSS, iTunes API, and lyrics.ovh API

## WORK EXPERIENCE

*Executive Administrative Assistant, UNC Chapel Hill Chancellor's Science Scholars Program* 2019-Present

- 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
- Translate for Spanish speakers during events

*Residential Caseworker, The Key Program, Inc., Methuen, MA* 2019- 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

*Bilingual Paralegal, Gardner Law PLLC, Raleigh, NC* 2017-2018

- Conducted legal research, managed immigration cases and drafted legal documents
- Rendered service to customers, and conducted client intake before consultations
- Served as a translator during consultations, during immigration interviews, documents to send to the government, and legal agreements

## EDUCATION

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

Aug. 2020

Full-Stack Web Development Certificate

**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 Del Salvador, Buenos Aires, Argentina**

Jul. 2015

