

Rosalia Ley

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WORK EXPERIENCE

Project Coordinator, PDSM, LLC

01/2019 - 12/ 2021

- Acted as a central information source by maintaining, communicating, and distributing project details with company. Follow up daily with project team members on uncompleted tasks and opened issue logs
- Brought mock-ups to life using HTML, CSS, JavaScript and designing components by writing, testing, and debugging code and help the websites operate flawlessly
- Collaborated with in-house designers to redesign PDSM's website using HTML, CSS and JavaScript, making the app responsive for mobile devices and increasing customer engagement by over 7%
- Conducted code review assessments and devised new operational processes that led to a 35% increase in productivity, supported with documented bug reports, tickets, and any code changes
- Increased the organic visitors on the website of PDSM by 40% using best practices, and coding standards

Project Coordinator, Convergent Technologies

06/2015 - 12/2018

- Created a performance reporting template, achieving an 80% reduction in the preparation time of standard client materials
- Conducted workload assessments and devised new operational processes that resulted to a 30% increase in productivity
- Streamlined internal approval process for transactions by standardizing approval forms, decreasing approval time by 8hours
- Received Recognition Award for automating booking system, reducing required man-hours by 60%
- Innovated and improved the transition to a paperless practice by implementing an electronic booking system

SKILLS & OTHER

Programming Languages: HTML5, CSS, JavaScript

Technologies: React, Tailwind CSS, Babel, ESLint, SASS, Git, GitHub, Adobe Photoshop, Figma

Languages: English, Spanish

Effective communication | Flexible | Creative | Organization | Responsible | Persistent

EDUCATION

Bachelor of Science - BS, Graphic Information Technology - Web Development
Arizona State University

12/2022

PROJECTS

Personal Portfolio

Built to demonstrate coding capabilities on the project using a modern library, along with other apps created

Responsive Travel Blog

Users should be able to browse the blog homepage, and take a peek at relevant content. Toggle between light and dark mode

GitHub User Search App

Search for GitHub users by username, and see relevant user information; bio, links and stats. Also, switch between light and dark themes

OTHER

- Certified Project Manager, University of Miami

2018