

MARIO ALTAGRACIA JIMENEZ

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Front End Web Developer

WORK EXPERIENCE

Hotel Concierge

Oct 2016 – Present

The Durham Hotel, *Durham, N.C*

- Greeted guests entering the hotel and assisted in their departure
- Assisted with the general maintenance of the hotel
- Assisted with Hotel audit for expenses and daily income

Receptionist

State Farm Agent John Moore's Office, *Durham, N.C*

Sept 2016 – Oct 2016

- Received inbound calls from clients; Sent outbound marketing emails to clients
- Handled customer issues and complaints; Made account payments with credit card information

Receptionist

Sacred Heart University, *San Juan, P.R*

Aug 2015 – Jul 2016

- Engaged daily with students, book renters and professors
- Helped patrons search for book and articles they requested
- Input and organized library articles inside the University's database system

Front Desk Receptionist

Senate of Puerto Rico, *San Juan, P.R*

Jan 2016 – May 2016

- Received inbound office calls to the office; Greeted and serviced incoming clients
- Presented relevant news articles for the representative and her employees

Sales Associate

Rainbow Apparel U.S.A, *San Juan, P.R*

Nov 2014 – Jan 2015

- Sold a wide range of merchandise to multiple customers on a daily basis
- Greeted and engaged daily with customers
- Assisted with general store maintenance for the entire store

Data entry clerk

Sacred Heart University, *San Juan, P. R*

Aug 2015 – Jul 2016

- Input and organized library articles inside the University's database system
- Performed clerical activities that involved answering phone call, sorting emails, word processing, and photocopying

Education

B.A , Advertising

Aug 2011 – May 2016

Sacred Heart University

Santurce, P.R

G.P.A – 3.26

Technical Skills

Front end

CSS, Python 3.6, HTML, Git, Unix, Adobe Creative Suite

Back End

Django

Personal Projects

Volunteer Front End Developer

Code for America/Adopt a Drain, *Durham, N.C*

Nov 2016 - Present

- Made constant contributions to the project's Github page
- Assisted in the HTML development for the web application
- Debugged and fixed issues inside the project's Github page