

Jose Muchati

[LinkedIn](#) | [GitHub](#)

Languages: English fluent | Spanish fluent

Collier County Government – Facilities Management

Operations Coordinator – August 2023 – May 2024

- Developed and implemented Excel formulas for efficient contract management, enhancing data accuracy and automation.
- Managed comprehensive data analysis to be utilized for forecasting and strategic planning.
- Created and maintained dashboards and pivot tables in Excel, while improving data presentation and decision-making processes.
- Used ArcGIS's data analysis tools to improve geographical data accuracy and utility for operational purposes.
- Designed a user-friendly GIS application for management and reporting of geographical data.

Employment Network of Southwest Florida

Administrative Assistant – March 2023 - June 2023

- Implemented and managed billing procedure, ensuring accuracy and compliance for Social Security purposes.
- Audited client wages and managed data entry, while enhancing record-keeping accuracy.
- Developed and utilized efficient filing systems, while improving document retrieval and office workflow.

Education

University of Central Florida

Coding Bootcamp Certification - June 2024 - September 2024

- **Topics covered:** JavaScript, Cascadian Style Sheet (CSS), HTML5, SQL, NoSQL, GitHub, MongoDB, MySQL, PostgreSQL, Express, React, Node, Handlebars, jQuery, Bootstrap, and PureCSS, C (Programming Language), Git, Application Programming Interface (API), Object-Oriented Programming (OOP), Computer Science Concepts, MERN, REST APIs.

Florida Gulf Coast University

Bachelor of Arts in Psychology - August 2020 - December 2022

- **Cumulative GPA: 3.5 - Cum Laude**

Immokalee Technical College — Certificate of Completion

Accounting Operations Program (900 hours) – January 2017 - June 2018

Marjory Stoneman Douglas

High School Diploma - August 2008 - April 2012