

Office Services Assistant Office Services Assistant Web designer/ developer & data entry specialist  
Houston, TX Work Experience Office Services Assistant RMWB - Houston, TX May 2019 to Present  
document imaging data entry for electronic file management services. Internship Front- End Web  
Developer Houston Community College - Houston, TX June 2018 to August 2018 Develop Website  
for the Digital Communication department. HTML development JavaScript development Data  
acquisition Ecommerce Specialist Ebay and Craigslist - Houston, TX 2013 to 2015 Texas List  
items on Ebay and Craigslist for sale. Provide adequate descriptions and dimensions of items to  
be listed. Load items into the warehouse to be listed. Photographer/Data Entry Watchbands.com -  
Houston, TX 2011 to 2013 Houston, Texas Photographer of watch bands and accessories.  
Data entry of watch accessories descriptions, and dimensions. Education AAS in Digital  
Communication Houston Community College - Houston, TX 2016 to 2018 AAS in Petroleum  
Engineering Technology Houston Community College - Houston, TX 2013 to 2016 Skills Front End,  
UI, Javascript, HTML 5, CSS, PHP Links <http://justintimelopez.com> Certifications/Licenses Adobe  
Dreamweaver CC Certification July 2018 to Present This certification requires an in-depth  
knowledge of planning site design and page layout, formatting page elements with CSS, as well as  
an understanding of Adobe Photoshop and IDEs for hand coding.

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