

# Venus Mae Gamboa

Venus Mae

## Web Developer

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### SUMMARY

Recent graduate of CareerFoundry's Full Stack Web Development Program.

### CERTIFICATIONS

CLD261x: Microsoft Office Fundamentals: Outlook, Word, and Excel - October 2019

CompTIA IT Fundamentals (ITF+) FCO-U61 - March 2020

### TECHNICAL SUMMARY

HTML  
CSS, SCSS  
JavaScript ES6+  
jQuery  
Node  
React  
Angular  
React Native  
Express  
PostgreSQL  
MongoDB  
Visual Studio Code  
Trello  
Git  
GitHub  
Command Line Interface

### CORE COMPETENCIES

Communication  
Collaboration/Teamwork  
Planning/Time management  
Prioritization  
Multi-tasking  
Self-motivated

### GITHUB

<https://github.com/VeeMae>

### EXPERIENCE

#### Oct. 2019 - Project Coordinator

April 2020 Velex Inc.

- Worked in cross-functional teams to manage construction projects in the telecommunications industry.
- Utilized Excel and AccuV - an inhouse software - to record and update project milestones, purchase orders, and invoices.
- Monitored costs and sent accounts payable reports to bill clients for site-specific labor, cranes, and equipment.
- Maintained an open line of communication and coordinated with tower technicians to finish closeout packages and guarantee successful project completion.

#### June 2019 - Project Lead

July 2019 Newcastle University Business School

- Managed a small-scale research project that aimed to understand students' perceptions of the Business School's employability activities and resources.
- Analyzed and conducted literature review to formulate questions for a campus-wide survey.
- Effectively managed time to keep track of tasks and deadlines within a short timeframe.

#### May 2019 - Research Assistant

June 2019 Newcastle University Business School

- Assisted principal researcher by administering an experimental study on students' perceptions of augmented reality.
- Meticulously collected and organized data through the use of Excel.
- Implemented administrative duties exceptionally well - answered participant enquiries, followed up with no-show participants, and resolved scheduling conflicts as necessary.

#### June 2018 - Assistant Camp Instructor

August 2018 BrainVyne

- Assisted lead instructor with delivering daily curriculum to a Star Wars themed summer camp of 30+ children.
- Promoted students' critical thinking through problem-solving Lego activities.
- Solved students' interpersonal problems by reaching an effective solution for all involved members.

### EDUCATION

#### Sep. 2020 - Full Stack Web Development Certificate

Feb. 2021 CareerFoundry

Intense project-based curriculum focused on the MERN stack.

#### Sep. 2018 - MSc in Innovation, Creativity, and Entrepreneurship

Sep. 2019	Newcastle University
Sep. 2014 - May 2018	<b>BS in Business Administration (Computer Information Systems)</b> California State Polytechnic University, Pomona