Vineysha Olivo Velázquez

Main Objective

I am currently a college graduate who wants to put into practice all the knowledge acquired during my college training and past work experience. I want to be able to be part of a team that allows me to develop personally and professionally.

Skills

- Bilingual (English and Spanish)
- Extensive knowledge in food & beverage
- Microsoft Office
- Customer Service
- Data Entry
- SQL
- SQL Server
- Visual Studio
- C++
- Visual Basic
- OSForensics
- PhotoShop
- HTML
- CSS
- WordPress
- Typing 45 words per minute
- Game Maker Studio
- Leading and Organizing
- Multitasking
- Problem Solving
- Heading Multiple Projects
- Work under pressure
- Work both in groups and individually

Contact Info.

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Work Experience

Quick Serve Associate | Orlando, FL

Universal Orlando Resort | Jan, 2020 - Apr. 2020

- Customer service
- Busser
- Cleaning and Organizing
- Cashier
- Stocking
- Cooking

Web Designer/Developer | Ponce, PR

Coalition Coalitions Pro Homeless PR, Inc. | Aug, 2019 - Dec. 2019

- Keep web page updated with pop-ups, news, and others.
- Create Dashboards
- Integrate new functions to web page

Meat Sales Associate | Mckinney, TX

Walmart Supercenter | Jan, 2017 - Nov. 2017

- Verify the dates and conditions of products
- Pack, organize, and sort out each product
- Inventory

Office Administrative Assistant | Ponce, PR

Ponce Municipal Office | Jan. 2015 - May 2015

- Customer service
- Switchboard
- Paperwork
- Organization
- Data Entry

Cashier | Ponce, PR

Blanquitas Cafe | Jan, 2012 - Dec. 2014

- Customer service
- Merchandise collection, clearance, and accommodation
- Cleaning

Education

Bachelor's Degree in Computer Science

Inter American University of Puerto Rico | Aug. 2015 - Dec. 2019

High School Diploma - Concentration In Commerce

Ponce High School | May 2015