

Ana Aombe

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EDUCATION

University at Albany, Albany, NY — *Bachelor of Science Informatics*
Anticipated Graduation: May 2021

PROJECTS

Inventory App - *HTML5, CSS3, JS*

Designed a user interface and implemented a spreadsheet generator application that keeps track of inventory

To-do App - *React, JS, CSS3*

Designed a to do list application to keep track of tasks and update or delete completed tasks on the to do list

Inventory Database - *PostgreSQL, Postman*

Designed a database system that tracks incoming and outgoing products from the inventory

EXPERIENCE

Hopeprint Ministries, Syracuse, NY — *Administrative Assistant*
03/2019 - 08/2019

- Referred clients to appropriate team members, community agencies and organizations to meet their needs
- Answered phone calls regarding financial matters and resolved billing variances
- Produced and distributed invoices and financial documents

Hopeprint Ministries, Syracuse, NY — *Resident Assistant*
06/2019 - 07/2019

- Followed housing regulations and rules, mediated and provided conflict resolution in a timely fashion
- Maintained clean, safe and well-organized patient environment

Sodexo, Syracuse, NY — *Server/Caterer*
11/2016 - 01/2019

- Cleaned, sanitized and organized foodservice equipment, such as utensils, trays and station counters
- Monitored food and service supplies to re-stock accordingly throughout event
- Set up and disassembled food stations, equipment and furniture per guest or contract specifications

SKILLS HIGHLIGHT

- ♦ Web development
- ♦ Project Management
- ♦ User Requirements Gathering

TECHNICAL SKILLS

- ♦ HTML5, CSS3, JS, Python, SQL
- ♦ Bootstrap, Material UI
- ♦ Postman
- ♦ Microsoft office
- ♦ Visual Studio, Sublime text, Python IDE

LANGUAGES

Swahili - Native
English- Proficient/ Fluent