

# Adela Parola

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## Education

August 2018 - Expected May 2021

**CUNY Hunter College, New York, NY** - *B.S. Computer Science*

Relevant Coursework: Discrete Structures, Data Structures & Algorithms

August 2012 - May 2016

**University of Scranton, Scranton, PA** - *B.A. International Language - Business Minor*

## Skills

**Coding:** Python (matplotlib, numpy, folium) , HTML, CSS, C++

**Operating Systems:** Unix (Linux), Windows, Mac OS

**Software:** QuickBooks, Pro Series, Adobe Acrobat Pro, Microsoft Office Suite

**Languages:** Spanish - Fluent, Italian - Proficient

## Projects

**Miss Adela Tapia's Childcare — Website**

Managed the front end development of a website using HTML/CSS and Angular JavaScript for a local Greenwich Village childcare.

## Experience

May 2016 - Sept. 2017

**The FulServ Group, New York, NY** - *Accounting Assistant*

- Managed the following company's payroll with employees of 10 or more: The FulServ Group, James Christie - Soc Roc, and Amsterdam Whitney Gallery
- Managed financial transactions and record keeping with strict attention to detail into Quickbooks
- Compiled weekly reports to detail aging and past due accounts for the managing director
- Led billing collections project to collect overdue invoices
- Updated and organized clients' information prior to and following the filing of returns in state and federal files increasing efficiency for tax preparation

June 2013 - December 2018

**Chinatown YMCA, New York, NY** - *Swim Instructor/Lifeguard*

- Successfully instructed group and private swimming lessons for children and adults improving swimming skills to an intermediate level
- Enforced regulations of the pool and provided safety for the members of the YMCA