

Kenia Fabian

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Education

- Graduated from *Torrey Pines High School* 2012
GPA 3.5 / 4.0
- Associates Degree in Business Administration *San Diego Mesa College* 2016
GPA 4.0 / 3.5
- Bachelor's Degree in Business Administration in Information Systems *SDSU* 2019

Professional Achievements and Experience

- Run payroll for the employees at Seraph Analytics using the ADP software
- Worked for Seraph Analytics for over three years working and gaining experience from Web Designers, and Consultants
- Used Dreamweaver to create websites for college classes
- Used Photoshop to create images for websites, business cards and flyers. Designed images for important websites.
- Used HTML, and CSS with Adobe Dreamweaver
- Used Microsoft Excel for Seraph Analytics Invoice, organizing paychecks for companies such as the Union Bank, LPL Financial and Websense.
- Helped Design Logos for personal use and other websites
- Helped create Blogs for Seraph Analytics
- Use social media such as Facebook and Twitter to make updates for Seraph Analytics, letting people know what this company has to offer.
- Helped grade blue books for the University of California, San Diego

Work Experience

Recruiter, Seraph Analytics

Jan 2014- Jan 2018

- As a Recruiter at Seraph Analytics my goal was to find the best web developers to help work at Seraph Analytics and work on expensive projects
- As a recruiter I got excellent experience with customers, I had to perform phone and in person interviews
- Interviews would last at least 30 minutes over the phone conversing about their experience in technology and the projects they had accomplish in the past
- Interviews in person would last at least an hour, talking about the job Seraph Analytics had open and the experience they needed to have in order to get the job at Seraph Analytics

- Worked closely with the CEO of Seraph Analytics, going over the best future workers for Seraph Analytics Inc.
- Got the privilege and trust to get personal information of the company banking accounts and deposited checks for the CEO to Seraph Analytics.

Sales Agent, Adriana's Insurance**June 2013-Dec 2013**

- Great customer service, worked person to person with customers at a daily basis giving quotes for car insurance, and adding cars or drivers to their policy also making payments to their insurance
- Handling great amounts of money every day such as credit cards and cash, at the end of the day all the cash was deposited in the safe
- Had the privilege to open and close the store several of times
- Great customer service over the phone, at Adriana's Insurance when Adriana's was low on customers we called potential customers and made them a free quote to get their auto insurance lower.

Web Development Intern, Seraph Analytics**2011-2012**

- Web design and development using Dreamweaver, HTML and CSS
- Used Adobe Photoshop to design custom logos and web graphics for client websites
- Research and writing for website content and blog posts on cloud computing and software-as-a-service technologies
- Used social media and search engine optimization techniques to promote client websites through Facebook, Twitter, Pinterest, and other sites

Skills

- Languages: English (Native Speaker), Spanish (Native Speaker)
- Computer Skills: Fast at Typing
- Strong communication and written skills
- Multitasking
- Data Analysis Tools: Microsoft Excel
- Other Tools: Microsoft Office Suite
- Web Development: Dreamweaver, any HTML-based web development tool
- Graphic Design: Adobe Photoshop, Adobe Illustrator
- Programming Languages: HTML/CSS
- QuickBooks