

# Alex Menendez

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*Web Developer with experience in full-stack development, specializing in JavaScript, React, and the MERN stack, with a strong foundation in customer service and a proven track record of delivering efficient, user-centered solutions.*

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## EDUCATION & CERTIFICATIONS

**The Susanne M. Glasscock School of Continuing Studies at Rice University.** Houston, TX.

*Certificate of Completion.* May, 2025

- Completed a 24-week intensive program in Web Development, covering front-end and full-stack development, software engineering practices, and advanced programming techniques.
- Gained hands-on experience with technologies such as HTML, CSS, JavaScript, Git, Node.js, Express, MongoDB, React, and Python.
- Developed and deployed portfolio projects including a client-side application and a MERN stack single-page app.

**Austin Community College.** Austin, TX. Fall 2023 – Present. In progress, graduation Summer of 2025

*Associate of Arts in Psychology.* 4.0 GPA

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## SKILLS

**Programming Languages:** JavaScript, Python

**Web Development:** HTML, CSS, React, Node.js, Express, MongoDB, Tailwind

**Tools & Technologies:** Git, CRM Software, Microsoft Office Suite

**Core Competencies:** Creative Problem-Solving, Research & Data Analysis, Customer Service, Team

Collaboration, Conflict Resolution, Process Improvement, Task Prioritization, Document Management

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## PROJECTS

### Personal Portfolio Website

Designed and deployed a portfolio website using HTML, CSS, JavaScript, and React to showcase coding projects and web applications, including interactive features and responsive design principles.

### E-commerce MERN Stack App

Built a single-page application for a mock e-commerce site, implementing product catalogs, user authentication, and a cart system. Utilized MongoDB for data management and Express for back-end operations.

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## EXPERIENCE

**Austin Community College.** Austin, TX. January 2024 – Present

*Administrative Assistant, Hays Campus Learning Lab*

- Troubleshoot technical issues and support students in accessing digital resources.
- Guide students to appropriate student services based on their needs

**George P. Johnson Marketing.** Austin, TX. May 2022 – October 2023

*Customer Service Representative*

- Delivered customer service via CRM software, assist clients & customers through email/text/phone
- Provide tech support and troubleshooting

## EXPERIENCE (continued)

### **Guiding Lives.** Austin, TX. January 2020 – July 2022

#### *Data Entry & Organizational Assistant*

- Managed data entry, correspondence, and scheduling, maintaining compliance with agency protocols.
- Perform office duties in support of faculty, including word processing, maintaining files, and processing mail

### **Dovetail Custom Wood & Metal.** Del Valle, TX. April 2020 – May 2021

#### *Welder / Fabricator*

- Read and follow blueprints to weld, drill, grind, cut, shape, bend, and forge metal
- Work individually as well as part of a team

### **Austin Community College.** Round Rock & Austin, TX. September 2019 – June 2020

#### *Lab Technician Assistant, Welding Department*

- Assist students and professors with tasks regarding the lab's tools or machines
- Clean and maintain tools and machines in the welding lab

### **S&S Trails.** Austin, TX. January 2017 – September 2019

#### *Organizational Assistant*

- Analyze quarterly spending and profit and compile data into a readable format
  - Assist with general organizational tasks, data entry, and documentation
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## VOLUNTEER & COMMUNITY WORK

### **ATX ROX.** Austin, TX. September 26, 2024 – September 29, 2024

#### *Event Registration Assistant (On-Site)*

- Handled attendee check-ins, processed registrations and payments, and provided event information for smooth scheduling and navigation

### **Austin Creative Reuse.** Austin, TX. September 2024 – Present

#### *Materials and Events Assistant*

- Organized donations and promoted the organization's mission at community events

### **Dougherty Arts Center.** Austin, TX. July 2024 – Present

#### *Horticulture Assistant & Gallery Assistant*

- Assisted with garden maintenance, including weeding, pruning, mulching, and planting
- Monitored gallery and artwork, ensuring proper care and handling during events & greeting visitors

### **Wild Wild Westie.** Dallas, TX. July 4, 2024 – July 7, 2024

#### *Event Registration Assistant (On-Site)*

- Managed check-ins, credential verification, and payments, ensuring data accuracy and guiding attendees on event details

### **ATX Fusion.** Austin, TX. February 2023 – February 2024

#### *Assistant Event Coordinator*

- Coordinated event logistics, managed attendee check-in, and oversaw food/beverage budgets