Alexandria Guo

New York, NY

LINKS

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Portfolio: **alexxg98.github.io**

EDUCATION

THE CITY COLLEGE OF NEW YORK
Major: Computer Science
Minor: Art Studio
Expected Graduation: May 2021

QUEENSBOROUGH COMMUNITY COLLEGE
CUNY Techworks
May 2018 - Jan 2019

COURSES

Introduction to Computer Science
Data Structures
Programming Language
Web Technology 1: Building and
Maintaining Web Sites
Web Client Programming: JavaScript
Intro to C++
Creating Smartphone Apps
Typography 1

PROGRAMMING

Experienced:
1+ years: HTML • CSS
<1yr: Bootstrap • C++

Familiar with:
JavaScript/JQuery • Python •
MatLab • Java

TOOLS & UTILITIES

Wordpress • Adobe InDesign •
Android Studio • Git • InVision •
Saleforce • Microsoft Office Suit •
Google Suite

WORK EXPERIENCE

UI/UX INTERN | WESTxEAST
July 2019 – Aug 2019
- Researched, wire framed and mapped a layout to update the site and implement the website using Wix
- Updated and post content to company's Pinterest page; increasing their page views by over 2000 impressions
- Created and updated flyers, invites, and other content for the website and branding campaigns

WEB DEVELOPER INTERN | NEW AGE DRINKS
April 2019 – July 2019
- Research, wire frame and map the design layout for a new site and implement the website using WordPress
- Participate in weekly discussions with client and team to ensure site accomplishes client's vision
- Quality assurance and testing of site to maintain smooth running ability across multiple devices and browsers

DIGITAL MEDIA INTERN | CUNY: ASAP OUTREACH
July 2018 – Aug 2018
- Organized and cataloged digital marketing assets, building an e-library of ASAP images that can be easily accessed by central office and campus-based staff
- Developed and compiled a Brand Guide and Marketing Resource document to be used across CUNY ASAP and its partners

BOX OFFICE ASSISTANT | THE CITY COLLEGE OF NEW YORK
Oct 2016 – Dec 2017
- Managed ticketing window and handled all questions in relation to shows, payment, and directions
- Issued ticket orders and inputted customer information into Salesforce system
- Maintained cheerful demeanor when answering phone calls

SYEP TEACHER'S ASSISTANT | TRANSFIGURATION SCHOOL: EARLY CHILDHOOD
July 2017 – Aug 2017
- Supervised 20 children to and from lunch, field trips, etc.
- Assisted lead teacher and helped instruct small group activities such as: recognizing and writing the alphabet; correctly categorizing different types of transportation
- Enforced school policies and ensured student safety

PROJECTS

DEAD ZONES
GITHUB.COM/ALEXXG98/DEAD_ZONES
An informative website made entirely using HTML and CSS.

HOTEL RESERVATIONS
GITHUB.COM/ALEXXG98/HOTEL_RESERVATION
Demo project of how a hotel reservation system may look and work like.
Made using HTML, CSS, and Javascript/Jquery.