Armando Ruben Contreras

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Web developer with a background in administrative assistance in the human resources field. Graduated from UCLA with a bachelor's degree in history and have in the past two years begun to take courses in Information Technology and Web development. Currently working as a Human Resources Auditor, auditing various employee records and utilizing multiple different software applications to perform my work. Actively developing my basic skills with multiple different languages (HTML, CSS, JavaScript, jQuery). Recently worked with a team of fellow junior developers on a business website for a client that features a community feedback page and a dynamically generated products page. My willingness to take challenges head on, and my adaptability in any environment make me an advantageous candidate for any company.

Skills

- Languages: HTML, CSS, JavaScript, jQuery
- Technologies: nodeJS (Express, Sequelize)
- Databases: (MySQL, MongoDB)

Projects

Hair Friends 2 Website
Link
Github

- Summary: A website for salon business, that uses Bootstrap for the front-end and Sequelize, nodeJS for the backend/database. Features a community feedback page that can publish comments at the site owner's discretion.
- Responsibilities: Project Manager, Front-End, client communications

Experience

HR Timecard Auditor (**January 2021 - Present)** at Ridgecrest Regional Hospital in Ridgecrest, CA
- Handle questions from 800+ employees regarding time cards (entries, pay codes, missed)
- Audit timecards for trends in overtime, missed meals, misc.
- Data entry for employee payroll changes

- Audit data entries by Human Resource team into company HR/Payroll software application Kronos Dimensions
- Assist with HR-related tasks or problems as needed

Administrative Assistant HR (**August 2018 - January 2021)** at Ridgecrest Regional Hospital in Ridgecrest, CA
- Monitor and assist calls made to Human Resources main phone line
- Perform basic office tasks and procedures
- Assist Administrator and Manager with projects
- Schedule appointments and monitor agenda for Administrator
- Facilitate various employee engagement functions

Receptionist/Front Desk Clerk (**Dec. 2016 - August 2018)** at Ridgecrest Regional Hospital in Ridgecrest, CA
- Responsible for all incoming calls into the Bella Sera SNF facility
- Assist residents when personal phone calls were received
- Set up appointments for both residents and community visitors to facility
- Monitor all visitors to follow proper safety and risk guidelines
- Assist in general office tasks and procedures

Education and Professional Development

Full-Stack Bootcamp Certificate   **March 2021**
UCLA, Online

Bachelor's Degree in History, Spanish Minor   **June 2016**
UCLA, Los Angeles, CA
3.4 out of 4.0 GPA