Anahita Firoozi

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Fully Work Authorized · No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Dynamic and creative recent college graduate with an AS in Computer Information Systems-Web Development from San Jose City College. Aiming to use my knowledge of JavaScript, HTML, CSS, and PHP to satisfy the UI Developer at your company.

Key Skills

- JavaScript
- HTML
- CSS
- React
- PHP
- jQuery
- Node
- English and Farsi

PROFESSIONAL EXPERIENCE

Industrial Project Management of Iran, Tehran, Iran
Industrial management organization dedicated to providing management and engineering services with 100+employees

Marketing Specialist   **11/2013 - 12/2016**

- Provided bid information to increase the chance of winning by 50% by compiling information from multiple departments
- Explored business opportunities using internet search engine and press to increase bid opportunities
- Participated in local media events, civic and professional group meetings, client industry trade associations and community activities to enhance company image and develop relationships
- Assisted in coordination of large events including annual oil industry conference for 45 companies
- Worked with leadership, technical staff, and other marketing team members to generate proposals, presentations, and other marketing collateral in alignment with business priorities

Administrative Assistant   **5/2007 – 11/2013**

- Greeted and welcomed all visitors with professionalism and courtesy
- Oversaw and answered all incoming phone calls on multiple lines
- Performed basic bookkeeping, filing, typing, copying, binding, and scanning
- Maintained contact lists and up-to-date employee holidays and time off records
- Organized and scheduled meetings and appointments, maintained meeting rooms

ADDITIONAL WORK EXPERIENCE

Intern
Easy-Donate, San Jose, CA   **2022**

- Developing beautiful Android and iOS applications using Flutter

Care Provider
Customer Senior Care, San Jose, CA   **4/2018 - Current**

- Support clients in a friendly and congenial manner by taking them to appointments and supporting their daily needs

EDUCATION

Associate in Science (AS), Web Developer   **2021**
San Jose City College, San Jose, CA
Bachelor of Science (BS), Biology   **2005**
Indiana University, South Bend, IN

PROFESSIONAL DEVELOPMENT/AFFILIATIONS

Back-end web development, MEDA, San Francisco, CA   **2020**
Front-end web development, MEDA, San Francisco, CA   **2020**
Python Computer Programming, Silicon Valley Polytechnic Institute, San Jose, CA   **2019**