**Anahita Firoozi**

San Jose, CA **∙** (408)-396-0011**∙** firoozi.anahita@yahoo.com

Fully Work Authorized **∙** No Visa Sponsorship Required

PROFESSIONAL SUMMARY

Dynamic and creative web developer with an AS in Computer Information Systems-Web.

Skills

|  |  |  |  |
| --- | --- | --- | --- |
| JavaScript | PHP | RESTful API | Google Docs |
| HTML | MySQL | Git-GitHub | Flutter |
| CSS | Regression Testing | Jira | Microsoft Suite |
| Dart | Unit Testing | WordPress | jQuery |

PROFESSIONAL EXPERIENCE

**Industrial Project Management of Iran,** Tehran, Iran

*Industrial management organization dedicated to providing management and engineering services to 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 the internet search engine and press to increase bid opportunities by up to 50%
* 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 the coordination of large events including the 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 a bright attitude, professionalism, and courtesy
* Received 50+ calls per day and redirect them to the appropriate departments
* Performed bookkeeping and handling 40 transactions per day, filing, typing, copying, binding, and scanning

ADDITIONAL WORK EXPERIENCE

**Intern**

**Easy-Donate**, San Jose, CA  **3/2022 - 8/2022**

* 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 CityCollege, San Jose, CA

GPA: 4.0

**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, SanFrancisco, CA **2020**

**Python Computer Programming,** Silicon Valley Polytechnic Institute, San Jose, CA **2019**