

Angela Valenzuela

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Objective

To obtain an internship related to Web Development in order to gain experience and increase confidence in technical coding skills. I am passionate in learning about Front End Web Design and User Experience. I value professional relationships and look forward to working with a mentor throughout my academic journey.

Skills & Abilities

Bilingual, detail oriented and organized with ability to multi-task.

Independent worker and excellent team player.

Proficient with a variety of computer software such as Microsoft Suite (SQL Server, Word, Excel, PowerPoint and Access), Adobe Photoshop and Web Mail Applications.

Familiar with environments such as Brackets and Eclipse for HTML, CSS, XML as well as GitLab.

Experience

(February 2018 – Present)

Bilingual Customer Care Representative, *State Farm Insurance*

- Managing English and Spanish inbound calls from clients, dealerships, financial institutions and internal business partners.
- Assisting customers with general policy information, transactions and following up with client's personal agent when further actions are required.
- Ability to multi-task between client database interfaces and knowledge articles in a high call volume environment.

(August 2014 – December 2018)

Administrative Coordinator, *Banner Children's Specialists*

- Assisted with management of Pediatric Endocrinology office and Inpatient Pediatric Team of Doctors.
- Assisted with proposals and interviews for Pediatric Doctor Interviews.
- Worked with a small team to setup and manage the Fetal Care Program which included working with multiple Fetal Specialists in Phoenix and Mesa.
- Developed a referral database using Microsoft Access to track intake referrals.

Additional work experience and references available upon request.

Education

(January 2018 – July 2019)

Associates in Applied Science in Web Development, Mesa, AZ

Mesa Community College