Angela Valenzuela

Email: aavalen9@asu.edu

Objective

To obtain an internship related to Web Development and Design in order to gain experience and increase my confidence in technical coding skills. I am excited to learn 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 multitask.
Independent worker and excellent team player.
Proficient with word processing, spreadsheets, and presentation software
Familiar with Adobe applications such as Photoshop, InDesign, Animate and XD
Familiar with coding environments such as Brackets for HTML, CSS and Javascript and Github for version control systems.

Experience

Bilingual Customer Care Representative   **(February 2018 – Present)**
State Farm Insurance / Tempe, AZ
- 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 the customer'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.

Administrative Coordinator   **(August 2014 – December 2018)**
Banner Children's Specialists / Mesa, AZ
- Assisted with management of the Pediatric Endocrinology office and Inpatient Pediatric team of Doctors. Assisted with proposals and interviews for incoming Pediatric Doctors.
- Worked with a small team to set up and manage the Fetal Care Program which included working with several Fetal Specialist Doctors in the greater Phoenix area.
- Developed a referral database using Microsoft Access to track intake referrals.

Additional work experience and references available upon request

Education

Arizona State University/ Tempe, AZ

Expected Graduation: Fall 2021

- Bachelors in Applied Science in Web Development
- AIGA Polytechnic Student Club Member
- AIGA Arizona Member

Mesa Community College/ Mesa, AZ

Graduated Summer 2018

- Associates in Applied Science in Web Development