

# Angelena (Angel) Nunez

Guadalajara, Jalisco, Mexico

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## KEY SKILLS

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Office Skills: ■ Administrative Support  
■ Customer Service  
■ Case Management  
■ Bilingual Spanish

Technical Skills: HTML5 ■ CSS3 ■ Bootstrap ■ Javascript ■ Git ■ Github ■ Gimp ■ VS Code

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## EMPLOYMENT SKILLS

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### Customer Service

- Lead monthly meetings with families, listened to input on programs, and acted as liaison between stakeholders and Board of Directors.
- Answered calls, email correspondence, and resolved customer or product issues.

### Office Administration

- Scheduled calendar appointments, meetings, conference calls, travel coordination, and translation.
- Completed program enrollments, organized and maintained health files and all agency documents.

### Social Work & Education

- Provided direct services to a caseload of 60 families and coordinated referrals to community programs.
- Mentored and managed Intern to identify areas of need with families and collaborate with them to create a plan of action and motivate them to achieve measurable goals during the program.

### Technical

- Built static websites with HTML & CSS using version control with Git and Github while problem solving issues and building full stack software development skills.
  - UI/UX Design, created wireframes with AdobeXD, and edited photos using Gimp photo editing software for creation of static websites.
  - Built table based email marketing templates for Mailchimp and other ESPs during self-guided learning.
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## PROFESSIONAL EXPERIENCE

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River Oak Center for Children ■ Family Advocate, 03/20 to 01/21

Mental Health America of N. Cal. (Roseville, CA) ■ Family & Friends Coordinator, 04/13 to 09/13

Career Break ■ Caring for Family, 4/09 to 04/13

KidzKount Head Start Preschool Programs (Auburn, CA) ■ Family Services Advocate, 6/05 to 4/09

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## EDUCATION

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Coder Foundry Software Developer Bootcamp 03/23 to present

Reskill Americans Software Developer Bootcamp 10/22 to 03/23

Self-Guided Study of Software Development 04/21 to 10/22

Sierra College (Rocklin, CA) Child Development 2005 & Military History 2019