

Angel Heredia

Phoenix, AZ
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Work Experience

Office Aide, Office of the Dean

08/2022 to Present

Arizona State University - Mary Lou Fulton Teacher's College
1050 S Forest Mall, Tempe, AZ 85281

At the Mary Lou Fulton Teacher's College Dean's Office, I was tasked with managing and monitoring the Dean's Office email, which included tasks such as online conference room reservations and booking, placing facilities and management tickets, assisting faculty members with various tasks, etc. Additionally, if faculty members had any technological issues, I would assist them.

Relevant skills include: computer skills, communication skills, problem management, time management, organization, upholding an attention to detail, independent work, leadership, taking initiative, using creativity, going above what was asked of me, using relevant skills and offered them without having to be asked.

Part Time Document Preparer

05/2022 to 06/2022

Clearview Digital Conversions
4325 S 30th St Suite 300, Phoenix, AZ 85040

At Clearview Digital Conversions, I was tasked with the preparation of boxes of documents for scanning and digitizing. Relevant skills included: self-motivation, independent work and upholding an attention to detail.

Skills

Windows - 10+ years

Data Structures and Algorithms - 1 year

Adobe Illustrator + Photoshop - 5 years

Information Assurance in Cybersecurity - 1 year

Java - 3 years

Scrum - 1 year

C++ - 2 years

Object Oriented Programming - 1 year

Github - 2 years

Principles in Mobile App Development in Swift - 1 year

Linux - 1 year

Education

Arizona State University

Bachelor's
Computer Science
1151 S Forest Ave, Tempe, AZ
08/2021 to Present