

# Angel Ordonez

## CONTACT DETAILS

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Phone: 347-443-0689  
Email: angelordonez107@gmail.com

## SOFTWARE Skills

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- Web Development: HTML, CSS, JavaScript, BootStrap
- Photoshop
- Logic Pro x
- Waves Audio
- Microsoft Word

## PERSONAL SKILLS & Licenses

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- Spanish Speaking
- Licensed Real -Estate agent
- Valid N.Y.C. driver's license
- SafeServ Food Handler Card
- BarSmarts Certified: Wine, beer, spirits, & cocktails.

## EDUCATION

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**Bachelor of Computer Science**  
Purchase College  
2018 - Present

Computer Science studies with a focus on Web Development learning scripting, styling, and markup languages such as JavaScript, CSS, and HTML.

## PROFESSIONAL REFERENCES

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*stickersxsteve@gmail.com*  
**Steven Cifuentes, Owner,**  
**StickersXSteve**

(212) 373-8900  
**Jessie Peters, Manager,**  
**Tapestry**

## WORK EXPERIENCE

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**Web Developer**  
**Freelance Services**  
December 2019 - Present

Web developer with experience in designing and developing user interfaces, testing, and debugging. Proven ability in optimizing web functionalities that improve website traffic and sales.

- Responsible for the coding, design, and layout of a website according to a company's needs.
- Developed dynamic and interactive websites that ensure high traffic, page views, sales, and user experience.
- Worked closely with clients and their staff, focusing on the needs of the business, and implementing online services to meet the required expectations.

**Host & Server**  
**Tapestry**  
June 2016 - August 2018

Maintained statistical and financial records, supported the staff and team through clerical tasks, and answered phones in a professional manner.

- Type out paper and electronic correspondence and prepare to appropriate persons or take detailed messages.
- Monitor and maintain restaurant equipment, supplies; request repair or restocking when necessary.
- Ensure maintenance of both the workspace and restaurant facility, allowing a smooth transition into service.

**Real Estate Agent**  
**Weichert Properties**  
February 2015 - April 2016

Licensed N.Y.C. real-estate agent with 2+ years of residential and commercial sales. Excellent communicator with extensive knowledge.

- Prepared documents such as representation contracts, purchase agreements, closing statements, and leases.
- Provided guidance and assistance to both sellers and buyers in selling and purchasing property for the right price under the best terms.
- Promoted sales of properties through advertisements, open houses, multiple listing services, and other online advertising platforms.

