

# BARBARA CORTINAS

W E B D E V E L O P E R

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📍 USA, Austin

🌐 <https://my-bcode-portfolio.netlify.app>

## PROFILE

I am a certified and entry web developer with three years of experience in business administration and website design. Strong creative and analytical skills. Team player with an eye for detail.

## SKILLS

- Web Design
- Creative Thinking
- Wireframe Creation
- Front End Coding
- Problem-Solving
- Strong Communication

## EXPERIENCE

### ADMINISTRATOR ASSISTANCE/ DEVELOPER

REPPA

2016 - Present

- Administration and website design
- Built the logic for a streamlined ad-serving platform that scaled on WordPress
- Performed data entry, computer reports.

### FRONT DESK

ME Medspa

2014 - 2016

- Organized and prioritized work to complete assignments in timely, efficient manner
- Filing / Query reports.
- Implementing and maintain procedures/ administrative system

### PERSONAL ASSISTANT

2010 - 2014

- Travel arrangements.
- Conduct spa inventory data thru Microsoft, quarterly reports.

## EDUCATION

### MAC HIGH SCHOOL

High School Diploma

2004 - 2008

### STC COLLEGE

Associate Degree BS

2017 - 2019