

BERENISE MIRAMONTES

<http://berenisemiramontes.com/>

15000 Mansions View Drive #3002 · Conroe, TX 77384 · 505-321-7634 · beremts12@unm.edu · Jan. 13, 1993

LANGUAGES

English: Fluent: Speak, read, & write.

Spanish: Fluent: Speak, read & write.

EDUCATIONAL BACKGROUND

Bachelor of Arts & Science, University of New Mexico, Albuquerque, NM: 2014 – Present.

- Major: Mathematics of Computation
- Minor: Computer Science

College of Liberal Arts & Science, Eastern New Mexico University, Portales, NM: Transfer, 2013 – 2014.

School of Natural & Computational Sciences, McMurry University, Abilene, TX: Transfer, 2011 – 2013.

High School Diploma/National Honors Society, Roswell High School, Roswell, NM: 2007 – 2011.

EMPLOYMENT HISTORY

Computer Consultant/Technical Analyst, February 2015 – Present

UNM College of Education – Center for Student Success, Albuquerque, NM.

- Assistance on a wide variety of technical issues to students, faculty, and staff for the Center for Student Success (CSS).
- Provide basic troubleshooting of computer hardware, software, printers and projectors.
- Support special projects in the CSS utilizing technical expertise and knowledge of the College of Education (COE).
- Demonstrated excellent customer service skills and interest in teaching, communicating, and furthering understanding of computer use specific to the systems utilized by the COE and CSS.
- Work with our Network Systems Analyst and Support Analyst to resolve online tickets for technical issues.
- Administered multiple COE accounts for troubleshooting, configuring, installations, etc.
- Also, worked on a team to design images, flyers, posters, and ID cards for advertisement.
- Coded for our CSS Portal Website

Server/Bar-back, February 2014 – January 2015.

Pecos Flavors Winery & The Liberty Inc., Roswell, NM.

- Provided excellent customer service and recommendations.
- Provided high knowledge on local New Mexico wine and beer.
- Multi-tasked with several tasks around the winery and the Liberty.

Production Assistant, August 2013 – February 2014.

Roebuck Media, Roswell, NM.

- Managed the company's bookkeeping through QuickBooks.
 - Managed DVD sales through FileMaker and shipping through USPS.
 - Managed all Facebook accounts for Mayor Del Junney, CAMP (the movie), Coyote County Loser (movie), World Market, Roebuck Media, and the Flying J Ranch/Wranglers.
 - Marketed for the Flying J Ranch and Mayor Del Junney's campaign.
 - Built model rockets for research on a new film project.
 - Assisted in bringing the first ever World Market in Roswell, NM.
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TECHNICAL EXPERTISE

- Experience with platforms PC, Mac, and Linux in an office and school environment.
- Strong knowledge of Microsoft Word, Outlook, Excel, PowerPoint and Mac Applications: Pages, Numbers, and Keynote.
- School/work experience with MATLAB, CSS, JavaScript, HTML/5, jQuery, Bootstrap, and Fortran90.

- Skills and knowledge with Adobe Photoshop, Illustrator, Dreamweaver, and GIMP.
- Experience with Bit Bucket, Open MP, Github, Xsede, Eclipse, Coda, Atom, Aquamacs, and MATLAB in the work/school environment.
- Used Coda and Squarespace in a work environment to update websites and make adjustments.
- Basic knowledge of using QuickBooks for bookkeeping and sales.
- Experience with FileMaker to import purchase orders and print out shipping labels and store data.
- Used MailChimp and Wufoo for order sales and to store email addresses for marketing purposes.

COMMUNITY

- *2001 – Present:* Involved with the Big Brothers Big Sisters program.
- *2013 –* Volunteered for World Market.
- *2011 – 2013:* Active Delta Beta Epsilon member; we volunteered once a month for Habitat for Humanity in Abilene, TX.
- *2012 – 2013:* Involved with Relay for Life with Delta Beta Epsilon.
- *2009 – 2011* Volunteered and fundraised each year for Walk for Hope as a member of the National Honors Society.

LEADERSHIP/AWARDS

- *2011 – 2012:* Marshall for Delta Beta Epsilon
- *2010 – 2011:* Captain of Roswell High's Girls Varsity Soccer Team
- *2009 – 2011:* President of M.E.S.A. Club (Mathematics Engineering Science Achievement)
- *2011 –* National Honors Society High School Graduate: Roswell High School
- *2010 –* New Mexico 4th District Girls High School Soccer Honored State Mention
- *2010 –* Roswell High School Girls Soccer Character Counts Award
- *2001 –* King Soopers HOPE Scholarship, Denver, CO.

MEMBERSHIPS/CLUBS

- *2014 – Present:* NM VFB MisFits Elite Women's Soccer.
- *2011 – 2013:* McMurry University Women's Soccer.
- *2011 – 2013:* Delta Beta Epsilon.
- *2009 – 2011:* National Honors Society.
- *2008 – 2011:* Roswell High School Student Council.
- *2005 – 2011:* M.E.S.A. Club (Mathematics Engineering Science Achievement).

REFERENCES

Dr. Smith Frederick

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 Current Supervisor, COE Center for Student
 Success
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 Former Supervisor, Pecos Flavors Winery
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