

# **BERENISE MIRAMONTES**

<http://berenisemiramontes.com/>

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## **LANGUAGES**

*English:* Fluent: Speak, read, & write.

*Spanish:* Fluent: Speak, read & write.

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## **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.

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## **EMPLOYMENT HISTORY**

*Computer Consultant/Technical Analyst*, February 2015 – December 2016.

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

*Web Developer*, August 2015-2016.

All About Spas, Roswell, NM (worked remotely).

- I did HTML and CSS work for All About Spas.
- I worked mostly on the Michael Phelps section to help enhance its view to make it more appealing and user friendly for customers.
- The program I ran it under was Volusion. That is where all the coding was kept and updated.
- I also designed marketing email adds to send to all our customers.

*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 Jurney, 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 Jurney'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.

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## 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.

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## 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.

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## 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).

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## REFERENCES

### Dr. Smith Frederick

*Program Operations Director*  
Former Supervisor, COE Center  
for Student Success  
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### Moise Trujillo

*Math and Science Teacher*  
Former M.E.S.A Mentor, Mesa  
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### Robin Folse

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