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## Education

### Florida State University

May 2018

- Associates Degree in Sociology

### University of Central Florida

September 2021-February 2022

- Full Stack Web Development Bootcamp

## Experience

### Law Offices of Martin, Lister, and Alvarez

Summers 2016 and 2017

#### Front Desk Receptionist

- Facilitated communication between clients and attorneys
- Maintained a clean and professional atmosphere for waiting clients and partners
- Supported numerous customer service and administrative functions
- Maintained office supply inventory and placed orders as needed
- Scheduled meetings and managed calendars for the law office

### Sydney's Incredible Defeat of Ewing's Sarcoma (SIDES)

January 2012-Present

501(c)(3) Charity based in Weston, FL dedicated to helping families who are burdened with pediatric cancer

#### Ambassador

- Travels, visits, and speaks to children and their families who are currently fighting cancer or have fought it before
- Organizes, plans, and attends fundraising events to raise money
- Partners with other charities such as Make-A-Wish, Jessica June's Children's Cancer Foundation, and St. Baldrick Foundation to spread awareness
- Assisted with the marketing and distribution of the "Bald is Beautiful" bobble heads and t-shirts

### Keno

June 2018-January 2020

#### Court Reporter at Public Defenders Office

- Became a notary of the state of Florida
- Records depositions between public defenders and deponents

### Surveillance International (American Guard Services)

November 2018- September 2019

#### Administrative Assistant

- Booked travel plans for over 100 company employees worldwide
- Facilitated communication between upper management and employees
- Attended and kept board meeting minutes
- Demonstrated Facial Recognition Security Operations on cruise ships for several cruise lines



- Assisted in creating new policies and procedures to increase efficiency in operations
- Performed numerous clerical functions for management

## Bartending

June 2018- Present

- Elite Bartending School Fort Lauderdale
- Worked events through Elite, including Ultra, EDC Orlando, and SOBE Seafood and Wine Festival
- Worked private parties and events, including weddings
- References available upon request
- TIPS certified

## Skills

- Microsoft Office
- Customer Service
- Adaptability
- Time Management
- Extreme attention to detail and organization

## Front-end Proficiencies

- HTML
- CSS
- Javascript
- jQuery
- React
- Bootstrap
- Client-side API's
- Accessibility
- Responsive Design

## Back-end Proficiencies

- Server-side API's
- REST API
- Node.js
- Express.js
- MySQL
- Sequelize
- MongoDB
- Mongoose
- GraphQL