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ANA SOFIA SAENZ

JUMIOR WEB DESIGNER | CHOFIA.GITHUB.IO

OBJECTIVE

To find a position wherein I can utilize my skills and abilities in Front and Development and Information Technology to contribute, enhance and grow within your company.

TECHNICAL SKILLS

- Imaging Computers
- Canva
- Operating Systems:
  - Microsoft Windows XP
  - Macintosh OS
- Languages:
  - HTML
  - CSS
  - JavaScript
  - PHP
- Software:
  - Audacity
  - Microsoft Word
  - Dreamweaver
  - Fetch
- Text Editor:
  - TextWrangler
  - Brackets
  - Notepad++

EXPERIENCE

APPLIED DATA TECHNOLOGY • IT CONTRACTOR • 08/2017 – PRESENT
CHARLOTTE, NC

- Images Windows Computers.
- Collaborates with team to tackle multiple projects effectively.
- Updates and installs software and hardware updates to Windows computers as needed.
- Works along with Charlotte Mecklenburg Schools' Information Systems and Support team.
- Adds new printers into the active directory and then maps them to their assigned classes by using a server.
- Sustains multiple teacher, instructional, and computer technology education HP G3 laptops by reimaging, renaming, and adding them to the active directory if issues were to arise by using a server.
- Sustains multiple Charlotte Mecklenburg computer labs by setting up a desktop up by adding and replacing keyboards, mice and screens as needed.
- Uses switches to connect multiple desktops to a wall port so that they can connect to the network.

BEAR CLAW EVENTS, INC • BRAND AMBASSADOR • 10/2017 – 01/2018
CHARLOTTE, NC

- Interacted with the public through demos to engage and inform them of specific products for campaigns such as Jose Eber Hair.
- Managed inventory during setup, midpoint and breakdown.
- Set up and tore down campaign materials biweekly.
- Constantly collaborated with key business partners to execute, elaborate, and improve campaigns.
- Maintained a student mentality by studying direct marketing techniques, and constantly keeping up with notes.
- Set effective work goals, established priorities, and constantly took notes to produce better work quality daily. Experience

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SKILLS

- Bilingual – English/Spanish
- Works well individually and as a team member
- Adaptable and quick learner
- Strong communication skills
- Enthusiastic, analytical and dedicated skills

X-CITE MOBILE GAMING, LLC • **GAME COACH** • **03/2017 – 07/2017**
CHARLOTTE, NC
- Set up an Excel database containing information for marketing purposes.
- Updated and maintained the company website.
- Coordinated activities for video gaming parties.
- Handled numerous computerized gaming systems simultaneously.

WAL-MART, INC. • **SALES ASSOCIATE** • **05/2015 – 01/2016**
MOORESVILLE, NC
- Trained in various online simulations.
- Worked closely with co-workers in organizing products and displays.
- Directed voluminous phone calls utilizing a multi-system unit between administration, staff and the public.

SUBWAY IP, INC • **SALES** • **05/2013 – 02/2015**
STATESVILLE, NC
- Managed computerized accounting system.
- Inventoried and organized supplied.

EDUCATION

ASSOCIATES IN APPLIED SCIENCE COMPUTER TECHNOLOGY INTEGRATION •
SPRING 2017 • **CENTRAL PIEDMONT COMMUNITY COLLEGE**
- Project Manager for my senior project website.
- Microsoft Word certified.
- Microsoft Power Point Certified
- Dean's list -- Fall 2015/Fall 2016
- Web Design Certified
- HTML5, CSS3 and JavaScript Certified

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MEMBERSHIPS/ORGANIZATION

- The Iron yard – Charlotte
- Girl Develop IT – Charlotte
- Charlotte Design
- Charlotte Front-End Developers
- Learn to Code JavaScript
- Tech Talent South – Charlotte

REFERENCES

- **JACKIE – *TEAM LEADER @ BEAR CLAW***
  - 980.297.5196

- **LISA – *VICE PRESIDENT OF SALES @ APPLIED DATA TECHNOLOGIES***
  - 704.651.5435

- **ALAINA – *FAMILY FRIEND***
  - 704.604.2137

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