Daira Felix

Edinburg,Tx | [LinkedIn](#) | (956) 780-2045 | dairafelix@icloud.com

WORK EXPERIENCE

La Joya ISD — LA Joya, TX
Tabulator — *2017 - 2023*

- Calculated and recorded competition scores for 100+ participants across multiple events, maintaining accuracy and attention to detail.
- Developed an efficient system for inputting competition scores into an Excel spreadsheet, reducing data entry time by 30%
- Collaborated with event organizers to develop a comprehensive data management system, reducing errors by 15% and streamlining the recording process.

Edinburg CISD — Edinburg, TX
Substitute Teacher — *2022 - 2023*

- Licensed substitute teacher with proven skills in K-12 and special education.
- Followed classroom lesson plans left by the class teacher to continue student education and reinforce core concepts.
- Upheld classroom routines to support student environments and maintain consistent schedules.
- Kept students on-task with proactive behavior modification and positive reinforcement strategies.
- Regularly requested as a substitute by teachers based on excellent past referrals and trusted performance.

VOLUNTEER EXPERIENCE

PYLADIES — Mission, TX
Instructor Assistant — *September 2019*

- Helped women (aged 19 and older) develop static websites in Python for their small businesses.
- Supported their website design with technical assistance, free resources, and feedback.

LATINITAS GAME CHICA — McAllen, TX
Instructor Assistant — *August 2018*

- Volunteered to assist girls (ages 9-12) in developing video games using Scratch software.
- Helped the girls gain confidence in their coding and computer science abilities, as well as foster creativity and problem-solving skills.

EDUCATION

South Texas College — McAllen, TX
Bachelor of Applied Technology in Computer and Information Technologies(BAT-CIT) — *May 2023*

Valley Technical Academy — Mission, TX
Full Stack Web: Computer Software And Media Applications — *August 2018*

CERTIFICATIONS

Google Project Management	*April 2023*
Google IT Automation with Python	*March 2023*
Google UX Design	*November 2022*
Google Data Analytics	*November 2022*

SKILLS

Microsoft Office (Excel, PowerPoint) | HTML | CSS | JAVASCRIPT | GIT | NPM | C# | C++| PYTHON |