

Daira Felix

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

WORK EXPERIENCE

La Joya ISD

LA Joya, TX
2017 - 2023

Tabulator

- 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
2022 - 2023

Substitute Teacher

- 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
September 2019

Instructor Assistant

- 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
August 2018

Instructor Assistant

- 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
May 2023

Bachelor of Applied Technology in Computer and Information Technologies(BAT-CIT)

Valley Technical Academy

Mission, TX
August 2018

Full Stack Web: Computer Software And Media Applications

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 |