

Davery C. Valdez

PO Box 608
Alcalde, NM 87511

(505) 692-5328
davery.valdez15@gmail.com

Education

NEW MEXICO STATE UNIVERISTY, LAS CRUCES, NM — AUGUST 2022 TO PRESENT GPA: 3.4

Degree: **Bachelor of Science, Computer Science**

Expected Graduation: **May 2025**

DOÑA ANA COMMUNITY COLLEGE, LAS CRUCES, NM — AUGUST 2020 TO MAY 2022 GPA: 3.5

Credits Completed: 53 pre-requisites completed pending acceptance into Radiologic Technology

ESPAÑOLA VALLEY HIGH SCHOOL, ESPAÑOLA, NM — 2016 TO 2020 GPA: 4.1

Work Experience

LOS ALAMOS NATIONAL LABORATORY, LOS ALAMOS, NM — JULY 2023 TO PRESENT

- I am currently an undergraduate student in the Service Innovation Document Control Records Management (SI-DCRM) division. My duties include scanning documents, making decisions identifying records for capture into Documentum and/or database applications, and processing records following records management procedures and practices.

RIO ARRIBA COUNTY, ESPAÑOLA, NM — MAY 2023 TO JULY 2023

- I worked full-time as a Summer Intern under the Manager's Office department. I provided clerical and administrative support and performed workflow procedures in the office as assigned by the County Manager. My functional areas included office management, reception, and record filing.

CITY OF ESPAÑOLA, ESPAÑOLA, NM — MAY 2022 TO AUGUST 2022

- I worked full-time as a temporary clerk under the department of Community Services. I attended and typed minutes for the meetings held by the Mayor and the Council, handled paperwork and transactions of rental agreements for city buildings, and assisted with city events such as verification of vendor licenses for the Fiestas. I also typed and filed correspondences, memorandums, bills, and schedules.

DUNKIN' DONUTS, LAS CRUCES, NM — FEBRUARY 2021 TO MAY 2021

- I worked part-time handling transactions at the cash register, implementing safe food practices and developing an understanding of food service and the franchise operations while maintaining consistent customer satisfaction.

Technology Skills & Qualifications

- Systems & Languages: macOS, PC, Windows, Linux, Python, Java, C++
- Applications/Software: Microsoft Office (Word, Excel, etc.), Eclipse, Visual Studio Code, Arduino IDE.

Extracurricular Activities

PEER MENTOR, PETE'S PATHFINDER, NEW MEXICO STATE UNIVERISTY — AUGUST TO DECEMBER 2023

- I was accepted into the College of Arts and Sciences Peer Mentor Program. I served as a student mentor who provided an incoming freshman with an introduction to campus resources. I answered questions and provided one on one guidance during their challenging first-semester.

MEMBER, MANA DEL NORTE, SANTA FE, NM — SEPTEMBER 2023 TO PRESENT

- MDN is a National Latina Organization founded in 1989. Current member, and 2023-2024 scholarship recipient.

CLASS OFFICER, STUDENT COUNCIL, ESPAÑOLA VALLEY HIGH SCHOOL — 2016 TO 2020

- I served as Vice President of my Class for Student Council. I helped prepare and organize events such as fundraising activities. I also attended four New Mexico Association of Student Councils (NMASC) state conferences.

NATIONAL HONOR SOCIETY, ESPAÑOLA VALLEY HIGH SCHOOL — 2019 TO 2020

- I was accepted into the National Honors Society (NHS), which is based on four pillars; Scholarship, Leadership, Service, and Character. In NHS, I did a tremendous amount of volunteer work and community service activities such as Coats for Kids, making thanksgiving baskets, and hosting a “trunk or treat”.

LINK CREW, ESPAÑOLA VALLEY HIGH SCHOOL — 2017 TO 2020

- I was chosen to participate in Link Crew where I mentored a group of 13 students in my senior year - I helped organize and participate in assemblies.

VOLLEYBALL, ESPAÑOLA VALLEY HIGH SCHOOL — 2016 TO 2018, 2019-2020

- I served as one of the three team captains which helped me develop team building skills and communication.

GOLF, ESPAÑOLA VALLEY HIGH SCHOOL — 2018 TO 2020

- I served as team Captain of the girls’ varsity team.