**Summary**

A passionary technology enthusiast with a strong educational background in computer information systems technology, computer programming and analysis, and seeking an entry-level or internship position to apply and expand my skills in software development. Committed to continuous learning and professional development by completing Zero to Mastery Academy courses. Possess excellent collaboration and leadership skills, demonstrated through involvement in various clubs and organizations.

**Skills**

* HTML
* CSS
* Bootstrap
* JavaScript
* Java
* C++
* C#
* Kotlin
* .NET
* .NET MAUI
* MongoDB
* Express.JS
* Node.JS
* React
* Python

**Experience**

## Office Assistant | Itani Medical | January 2023 – April 2023

* Calls patients to collect overdue payments and maintain accurate records of payment transactions. To date, collected over $5000.
* Resolves billing and payment-related issues with patients and insurance providers.
* Provides patients with detailed explanations of their billing statements.
* Maintains confidentiality of patient information and adheres to HIPAA regulations.
* Assists in preparing and presenting financial reports to the management.
* Created and maintained a database as a call log for patients when contacted about billing and generating reports to the Office Manager.
* Troubleshoot and fix computer hardware and software issues.

## divemaster candidate | dayo scuba | January 2022 – January 2023

* Assist Dive Instructor(s) with certification classes.
* Aid in merchandise at the dive shop.
* Fill, inspect, and analyze scuba cylinders with varying oxygen, nitrogen, and helium levels.
* Supervise groups during dives in open water conditions, ensuring the safety of scuba divers.

## Executive Recruiter | Lee Hecht Harrison | March 2022 – November 2022

* Responsible for full-cycle recruiting, including sourcing, interviewing, qualifying, and placement of a full range of IT and non-IT candidates for contract, contract-to-hire, and direct-hire positions.
* Defined job descriptions and reviewed and improved resumes.
* Collaborated with hiring managers to understand their hiring needs and goals.
* Leveraged multiple sourcing strategies and channels to provide high-quality candidates for open positions, including external networks, job boards, and internal referrals.
* Screened resumes, interviewed qualified candidates, evaluated skill level, managed offer profess, reference checks, and made salary recommendations.
* Created and prepared work orders, vendor contracts, offer letters, experience letters, and relieving letters.

## Junior Chef Apprentice | The Greenbrier Resort | november 2017 – September 2019

* Assisted in mentoring and training line cooks through 20 food and beverage outlets and assisted leadership with disciplinary actions if necessary.
* Contributed to new ideas for menu creation with leadership in the Main Dining Room, serving 250 people a night on average.

## Line production cook/Second cook | Universal | November 2016 – September 2017

* Mythos – Assisted leadership in maintaining standards in food preparation, serving 800-1200 guests daily.
* Kohola Reef Cabana – Worked with executive management on menu updates, food photography, kitchen layout, and other tasks to ensure the successful opening of all Volcano Bay Theme Park food establishment venues.

**Education**

## C.C. | Currently attending | Zero to mastery academy

* Courses: Complete Web Developer in 2023

## C.C. | January 2023 | freeCodecamp

* Courses: Responsive Web Design, JavaScript Algorithms and Data Structures. Front End Development Libraries, Relational Database

## C.C. | December 2022 | KO Tech Academy

* Courses: Microsoft ASP.NET MVC, Microsoft 70-480: Programming in HTML5 with JavaScript and CSS3. JavaScript Essentials, Java Programming, Introduction to Python, HTML5 and CSS3 Fundaments

## B.A.S. | December 2021 | Eastern Florida state college

* Major: Computer Information Systems Technology

## A.A. | December 2021 | EASTERN FLORIDA STATE COLLEGE

* Major: General Studies

## A.S. | December 2020 | Eastern Florida state college

* Major: Computer Programming and Analysis

## A.s. | march 2017 | EASTERN FLORIDA STATE COLLEGE

* Major: Culinary Arts