

EMILIO LUNA

Full Stack Developer Jr

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Estudiante de ingeniería en computación apasionado por el desarrollo web y los framework. Amplio conocimiento en JavaScript, Express Js, Mongoose, Angular, Python, Django y Django Rest Framework. Actualmente, estoy participando en diversos bootcamps para mejorar mis habilidades técnicas. Además, poseo una certificación de UX de Google, lo que me permite tener una perspectiva holística en el desarrollo de aplicaciones web.

EDUCATION

Universidad Autónoma de Aguascalientes

Ing. Computación Inteligente, 2020-2025

Oracle One Education

Java Spring Boot, Feb 2023-Dic 2023

Bedu

Full Stack Developer Javascript, Jul 2023- Dic 2023

SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Ability to work independently and as part of a team
- Detail-oriented and able to handle multiple tasks simultaneously
- Experience in managing budgets and handling financial documents

CERTIFICATIONS

- UX Design Google

PROFESSIONAL EXPERIENCE

Executive Secretary

Ingoude Company | 2018 - Present

- Manage the schedules and calendars of the CEO and other senior executives
- Coordinate and schedule meetings and conferences with internal and external stakeholders
- Prepare and distribute meeting agendas, minutes, and other relevant materials
- Handle confidential information and documents with discretion and maintain their proper organization

Executive Assistant

Wardiere Inc. | 2016 - 2018

- Managed calendars, scheduled appointments, and arranged meetings and conferences
- Prepared and distributed reports, presentations, and other materials
- Handled confidential documents and maintained their proper organization
- Coordinated travel arrangements and accommodations for executives and guests

Executive Secretary Intern

Aldenaire & Partners | 2015 - 2016

- Assisted executive secretary in managing and coordinating schedules, meetings, and travel arrangements for senior executives
- Conducted research and prepared reports on various topics related to the company's operations and industry trends
- Provided administrative support, including answering phone calls, responding to emails, and preparing correspondence