Erika D. Avila

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EDUCATION

Florida State University | Panama City, FL   *Bachelor of Science in Computer Science | December 2024*

Florida International University | Miami, FL   *Bachelor of Arts in Interdisciplinary Studies | December 2018*

Miami Dade College | Miami, FL   *Associate in Arts in Biology | May 2015*

TECHNICAL SKILLS

- CS Languages: Python, C++, Java, MySQL
- Tools: AWS DynamoDB, AWS S3, PyCharm, Visual Studio, Android Studio, Git, GitHub
- Certifications: Microsoft Power Platform Fundamentals, OpenCV Bootcamp
- Languages: English, Spanish

EXPERIENCE

Boxraw Labs

Intern – Data Analyst | Remote   *June 2024 – Present*
- Compile and update statistics from AWS DynamoDB and implement data processing modules using Python
- Organize and label boxing video data by rounds and segments, uploading data to AWS S3 for large-scale analysis
- Collaborate on improving labeling processes for efficient data capturing

The Peebles Corporation

Executive Assistant | Miami Beach, FL   *June 2020 – Present*
- Manage travel, meetings, and executive schedules for the Chairman
- Serve as gatekeeper, coordinating with news outlets and scheduling public appearances
- Oversee a team of administrative staff, supporting office logistics and ensuring smooth operations
- Create and deliver critical reports for executive meetings, enhancing data accuracy by 15%

Administrative Assistant | Washington, DC   *June 2018 – June 2020*
- Coordinated complex scheduling and calendar management, as well as content and flow of information to senior executives
- Supported development team in RFP & RFQ submissions, creating databases for submission documents.
- Create and maintain corporate entities for several business endeavors
- Screen incoming calls, take messages, and respond to requests
- Created the website for Legacy Real Estate Development, LLC, the affordable housing component of The Peebles Corporation.

Accounts Payable Associate | Miami, FL   *November 2012 – June 2018*
- Reviewed incoming invoice and check requests to confirm they have the proper authorizations for payment
- Corresponded with vendors and addressed questions or concerns regarding billing and payment
- Facilitated the distribution of checks to both corporate and personal vendors on a bi-weekly basis
- Properly organized and assigned corporate credit cards to their corresponding projects via Excel using pivot tables