

# Erika D. Avila

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Miami, FL | [eavila0194@gmail.com](mailto:eavila0194@gmail.com) | <https://eawebsite.onrender.com>

## 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, HTML/CSS
- Tools: AWS DynamoDB, AWS S3, PyCharm, Visual Studio, Android Studio, Git, GitHub, Pandas, Numpy, Boto3
- Certifications: [Microsoft Power Platform Fundamentals](#), [OpenCV Bootcamp](#)
- Spoken Languages: English, Spanish

## PROFESSIONAL EXPERIENCE

### Boxraw Labs

*Intern – Data Analyst | Remote*

*June 2024 – Present*

- Compile and update statistics from AWS DynamoDB and implement data processing modules using Python
- Collaborated with cross-functional teams to support the backend development of the Boxraw Labs application.
- Developed Python-based reporting tools to reduce manual quality control efforts by 25%
- Organized and labeled raw boxing video data, enabling large-scale analysis using AWS S3
- Improved labeling processes, enhancing efficiency and accuracy in data capture workflows

### 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
- Created critical reports for senior executives, utilizing Excel and data visualization techniques to support decision-making.

*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
- Streamlined the development team's workflow by organizing databases for RFP & RFQ submissions.
- Led content management efforts for corporate entities, ensuring accuracy and compliance.
- Created a website using Wordpress and Bluehost for Legacy Real Estate Development, LLC, the affordable housing component of The Peebles Corporation.

*Accounts Payable Associate | Miami, FL*

*November 2012 – June 2018*

- Analyzed and organized financial data using Excel, implementing pivot tables for streamlined reporting.
- 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