**Ena Urbina**

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**6950 nw 186th street, Apt 517A, Miami, FL 33015**

**EDUCATIONAL BACKGROUND**

**Florida International University**

Major in Information Technology with a Minor in Photography, Current

**Miami-Dade College, Miami, FL**

Associate of Arts in Computer Engineering, 2014

**WORK EXPERIENCE**

 ​*Administrative Assistant/Social Media Coordinator*, **Gaucho Ranch**, Miami, FL

May 2015 - December 2017

* Attend to retail store front
* Operated LightSpeed point of sales system
* Managed QuickBooks to create invoices, end of day reports and enter payments from wholesale customers
* Taking images/updating information for social media accounts, blog and website

*Help Desk Technician/Website Administrator*,  ​**Campbell Home Improvement**, Miami, FL

August 2013 - June 2016

* Installing and updating desktops and laptops
* Troubleshooting software and networking issues
* Mobile device support
* Updating all information on website

*AutoCAD Drafter (Intern)*, ​ **OTB ARCHITECTURAL ELEMENTS, INC**, Miami, FL

May 2016 - August 2016

* Used AutoCAD to create 2D and 3D drafts

**VOLUNTEER EXPERIENCE**

**Seasons Hospice & Palliative care of Florida**, Miami, FL

* Direct Care Volunteer
* Administrative Volunteer
* Music Companion Volunteer

**S​KILLS /​ ​S​TRENGTHS**

* Windows Vista / UNIX; MS Word, Excel, PowerPoint
* English and Spanish Speaker
* AutoCAD, C++/C, JAVA, QuickBooks 2016, LightSpeed/Square POS,Photoshop, GIMP2
* Winner in the Morning Rituals Mission by Getty Images