Geneve Reyes

San Francisco, Bay Area
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(415) 685-9464

Summary and Skills

Undergraduate Information Systems student eagerly seeking an entry-level / junior web development position. Excellent individual contributor who enjoys learning with strong teams.

- Elementary proficiency in front end HTML/CSS (Bootstrap) and JavaScript (jQuery)
- Elementary proficiency in back end Ruby (Rails), SQL, and Git (GitHub)
- Bilingual proficiency in English and native proficiency in Filipino

Employment History

IT Assistant

April 2013 - Current at ZS Associates, San Mateo, CA

- Provide level 2 technical support to 150 users encompassing software and hardware troubleshooting.
- Coordinate with Associate to Principal-level users to schedule for technical upgrade and rollout projects.
- Develop time management skills to pay my way through state university.

Administrative Assistant

March 2009 – April 2013 at Spinal Diagnostics, Daly City, CA

- Spearheaded level 1 desktop support for 30 healthcare professionals.
- Co-headed policies and procedures project by researching, drafting, and implementing state and federal compliance requirements.
- Managed personal resources to pay my way through community college.

Education

BS Business Administration: Information Systems

Expected December 2014 at SF State University, San Francisco, CA

- CIO Scholarship Endowment Fund, March 2014
- Information Management Systems Association, member