Greychel Ocasio Ortiz

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SUMMARY

Dedicated and hardworking Computer Science student eager to gain valuable work experience and make a positive impact in a dynamic work environment. Consistently seeking opportunities for personal and professional growth and improvement. Fluent in Spanish and English, with great oral and written communication skills, facilitating effective collaboration within diverse environments.

EDUCATION

INTER AMERICAN UNIVERSITY OF PUERTO RICO   Ponce, PR
Bachelor's in Science   Expected June 13, 2025
Major in Computer Science

GOOGLE CAREER CERTIFICATE   Coursera
Online Certificate in Cybersecurity   June 2024 - July 2024

BERNARDINO CORDERO BERNARD VOCATIONAL SCHOOL   Ponce, PR
Graphic Arts Program   August 2017 - May 2021
- Designed promotional materials for school events

WORK EXPERIENCE

INTER AMERICAN UNIVERSITY OF PUERTO RICO   Ponce, PR
Practicum (Dean of Students Department)   January 2025 – April 2025
- Utilized MS Excel and MS Access to create and manage inventory.
- Developed a program for gown request management using ASP.NET and C#.
- Designed promotional materials using Canva.

INTER AMERICAN UNIVERSITY OF PUERTO RICO   Ponce, PR
Secretary of Students Association of Computers and Technology   August 2024 – May 2025
- Managed official correspondence & documentation.
- Coordinated meetings and facilitated communication among members.
- Assisted in event planning and organizational activities.
- Contributed to decision-making processes to advance the association's mission.

INTER AMERICAN UNIVERSITY OF PUERTO RICO   Ponce, PR
Work-Study (Distance Learning Department)   October 2021 – May 2022
- Organized, reviewed, and corrected documents and files.
- Verified student information against the database, and updated any discrepancies in the database.

ADDITIONAL

Soft Skills: Time Management; Teamwork; Leadership; Adaptability
Tools: Office 365; Figma; Canva
Technical Skills: ASP.NET; C#; C++; Visual Basic; React.js; Next.js; HTML; CSS; Tailwind CSS
Operating Systems: macOS, Windows
Languages: Native in Spanish, Fluent in English