

Gabriela Trujillo

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EDUCATION

University of California, Merced

May 2014

Bachelors of Art, Psychology with Sociology Minor

Geekwise Academy - Bitwise Industries

Relevant Coursework:

- Websites for Beginners (CSS, HTML), Mobile Friendly Websites (CSS, HTML, Bootstrap), Introduction to Javascript (CSS, HTML, Javascript), Javascript No-Instructor, Women's Tech Class, Women's No-Instructor

PROFESSIONAL EXPERIENCE

Marjaree Mason Center

August 2018 - Current

Administrative Assistant

- Providing administrative support to an organization advocating for victims of domestic violence
- Ability to communicate with patience and kindness for individuals who have been victims of domestic violence
- Refined knowledge and skills of maintaining client confidentiality to ensure client and organizational safety
- Ability to adapt and prioritize to additional workload in a fast-paced environment

United Way of Merced County - Mountain Valley 211

January 2015 - August 2018

Database Specialist, CRS Certified

- Ability to develop proficiency in various software services such as iCarol (Information and Referral software), WordPress, Hootsuite, PiktoChart, and Google Analytics
- Refined knowledge and skills in using Microsoft Office (Word, Excel, and PowerPoint)
- Assisting in creation of website for the program (www.MountainValley211.org) along with maintenance
- Creating and compiling of monthly, quarterly, and annual reports which include demographic, geographical, referral, and website data
- Demonstrated a friendly and approachable demeanor along with great communication skills when working with local and state agencies to maintain our database of resources for Merced and Mariposa County
- Received CRS (Certification of Resource Specialist) Certification in October 2016 through AIRS
- Ability to demonstrate great worth ethic and ability to function independently with little supervision

ACRD (Alliance for Community Research and Development)

July 2014 – December 2014

Community Research Assistant

- Developed great organizational and time management skills through overseeing programs benefiting the community of Merced County and the San Joaquin Valley
- Conducting data entry and analyzing said data to generate reports while creating, managing, and maintaining various databases
- Exercised supervision skills through maintaining student volunteer interns and providing them tasks
- Networking with various directors throughout the San Joaquin Valley for possible collaboration
- Experience with various statistical/organizational platforms: Central Desktop, LimeSurvey, SurveyMonkey, and Microsoft Excel

SKILLS AND ABILITIES

- Certification through Alliance of Information and Referral Systems (AIRS): Certified Resource Specialist (CRS) received in October 2016 expired October 2018
- Bilingual – Spanish and English
- Quick typing skills – 77 wpm
- Experience with iCarol, Microsoft Suite (Excel, Word, and PowerPoint), Google Analytics, Piktochart, Wordpress, Hootsuite, and Apricot