

# Ivette Cortez

Brooklyn, NY

☎ t: +1(917) 756-2756

✉ e: ivette.cortez@nyu.edu

in in: www.linkedin.com/in/ivettecortez

## EDUCATION

- **New York University**  
Madrid, Spain  
Spring 2019
- **New York University**  
New York, NY  
Major: Sociology  
Minor: Web Programming & Applications  
2016 - 2020
- **Fiorello H. LaGuardia High School**  
New York, NY  
2012-2016

## SKILLS

- HTML & CSS
- Javascript
- Python
- Java
- PHP
- Lightroom
- Darktable
- Photoshop
- Illustrator
- After Effects
- Premiere Pro
- Final Cut Pro
- iMovie
- English
- Spanish
- French
- Korean

## WORK EXPERIENCES

### Office Coordinator

*Modern Martial Arts, New York City, NY*

July 2019 - Present

- Designed Martial Arts sales posters, pricing books, and class schedules using Adobe Photoshop and Illustrator
- Filmed weekly Brazilian Jiu Jitsu Lesson Videos to upload to server using a Nikon D7100
- Produced short videos for marketing towards the Martial Arts school using Adobe Premiere Pro
- Scheduled appointments for prospect members using InfusionSoft and MindBody
- Calculated and reported daily finances for the day through ASF, MindBody, InfusionSoft, and Graphly
- Filed management documents to its designated place
- Communicated with people of all ages from children to adults to ensure the best service for the company
- Advertised and completed membership and gear transactions for martial arts.

### Media Specialist Intern

*The Rebecca School, New York City, NY*

July 2018 - August 2018

- Edited school videos of teacher and parent presentations on handling children with autism through Adobe Premiere Pro, and photos through Adobe Lightroom
- Captured videos and pictures of children's daily activities
- Managed photo album and edited them through Lightroom and Darktable for future yearbook designs
- Created the school's first music video with content filmed throughout the summer to upload on the school's website
- Redesigned a traffic traveling packet for the children with disabilities through Microsoft Word and Adobe Photoshop
- Administered calls for the supervisor when he wasn't in the office

### IT Operations Strategy Intern

*Teach for America, New York City, NY*

July 2017 - August 2017

- Investigated hundreds of records to clean up errors by checking their history and comparing their records against related tables
- Executed QA testing by creating user test cases for AMI's AssetTrack and updated documentation
- Contributed in Sprint Planning Meetings and Backlog Grooming Sessions for ongoing ServiceNow enhancements
- Created reports in ServiceNow and analyzed their trends such as Hardware incidents and Password
- Reset tickets
- Participated in meetings to create a web portal application that communicates clients to the IT team

## ACTIVITIES

- **Alpha Phi Omega: National Service Fraternity, VP of Service**
- **NYU Lafayette Hall SOLID, General Assembly Member**
- **ASPCA, Volunteer**
- **NYU ¡Viva Peru!, Vice President**
- **NYU Women in Computing, Member**
- **NYU Opportunities Program, Member**

May 2018 – December 2018

September 2017 – May 2018

June 2017 – December 2018

September 2017 – May 2018

September 2017 – December 2018

July 2016 – Present