Jadelyn Libios

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EDUCATION

University of Houston, College of Technology | Houston, Texas

Bachelor of Science in Computer Information Systems   December 2020

EXPERIENCE

University of Houston, School of Communications | Houston, Texas   February 2018 – Present

Administrative Assistant

- Provide administrative support to department through reception services, travel schedule management, and preparing expense reports for full-time staff and faculty
- Assist department students by providing needed information regarding classes, registration, and documentation
- Supported business functions by updating filing and organizational practices to improve accuracy and efficiency
- Trained two new assistants on daily administrative duties, as well as special tasks they were assigned

PROJECTS

Repair Management System Web Application | University of Houston   October 2020

As Project Manager, coordinated efforts of 8 students in designing, developing, and implementing improved repair management system for client, Fishing Tackle Unlimited.
Tools and technologies: MySQL, Express, Vue, Node

ChatBot - ConocoPhillips Innovation Challenge (*3rd Place*) | Bartlesville, Oklahoma   September 2019

Built web application to assist employees in finding necessary information more efficiently.
Tools and technologies: Microsoft Azure, MS SQL Server, Flask

Smart Shopper - Sysco and AWS UHacks Hackathon (*2nd Place*) | Houston, Texas   April 2019

Developed project to enhance customer experience by determining top 10 purchased items and generating reports of similar items at lower costs.
Tools and technologies: Java, H2 database

TECHNICAL SKILLS

Programming Languages: Java, Python, JavaScript, Vue, Express, HTML, CSS
Databases: Oracle, Microsoft SQL Server, MongoDB
Microsoft Office: Excel, Visio, Project, Access

LEADERSHIP AND ORGANIZATIONS

Sigma Kappa | University of Houston   September 2016 – May 2019

Vice President of Scholarship 2017 - Constructed workshops to provide motivation and assistance for each member to develop their full academic performance and prepare for their professional future

CS Girls | University of Houston   January 2016 – December 2018

Member - Met monthly to discover new ways to support students and strengthen the impact of women in technology through workshops, networking events, and tech talks