

# Jullyane Freitas Hawkins

Albuquerque, New Mexico  
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## Recent Experience

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### Fullstack Web Developer Intern

Albuquerque, New Mexico

Deep Dive Coding Bootcamp

April 2018 – June 2018

- Languages: HTML5, CSS3, PHP, JavaScript
- Database Tool: MySQL
- Framework: Angular
- Libraries: jQuery, Bootstrap
- Other: Git/GitHub

### Admissions Specialist

Clovis, New Mexico

Clovis Community College

February 2017 – July 2017

- Maintained and monitored all web related admissions and records information
- Provided assistance and information to students in the completion of applications for admission into the college or specialized programs
- Created and maintained student files
- Assisted in the coordination of graduation process, including student eligibility and graduation ceremony

### Administrative Assistant

Olinda, Pernambuco - Brazil

Pousada do Amparo.

June 2012 – June 2014

- Computed bills, collected payments and processed cash, credit, and debit transactions; made daily bank deposits following appropriate security requirements
- Evaluated customer feedback and analyzed quality assurance critiques; tracked trends and implemented corrective actions to assure customer satisfaction
- Prepared purchase orders, solicited bid proposals, and reviewed requisitions for goods/services
- Evaluated suppliers/vendors and analyzed/negotiated prices to determine estimate reasonability

## Education

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### Bachelor's Degree in Hotel Management

Recife, PE – Brazil

Universidade Federal de Pernambuco

2013

### Associate Degree in Tourism

Recife, PE – Brazil

Instituto Federal de Pernambuco

2010