Kaitlyn Vasquez

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**Summary of Qualifications:**

Energetic college student with an aptitude for creative problem solving and critical thinking. Hard-working achiever, with strong communication and listening skills. Also, a team player who thrives in a teaming environment.

**Education:**

**Queens College**  Anticipated Graduation Date: May 2024

Major: Computer Science, BA

**Guttman Community College**  2018 - 2020

Major: Information Technology

**Work Experience**:

**Portia Properties** 2020 - Present

**Intern**

* Process incoming and outgoing mail for a busy property management office, filling of bills and checks, scanning of notices, restocking of office supplies and refrigerator
* Greet customers and ensure they are being looked after

**Immigration Attorney Susana Abarca, ESQ**  2018

**Assistant**

* Translated documents from Spanish to English, provided general clerical work, prepared intake for clients and organized court dates on a calendar

**Gladys’s Salon** 2017

**Cashier**

* Greeted customers, charged for services rendered, maintained cleanliness, answered questions and answered phone

**Activities:**

* Girls who Code, participate in workshops and information sessions 2021
* Resolve, part of coding and graphic design club to enhance coding experience 2021
* Women of Grit, participate in monthly leadership and mentorship program 2018 - 2020
* Habitat for Humanity and Glamor Girls Program volunteer 2014 - 2018

**Awards/Certifications:**

* GirlsCodeIt certificate in Web Development 2021
* Certificate of Academic Excellence in Spanish 2017
* 50+ Hours of Community Service for various volunteer opportunities 2017
* President’s Education Awards Program for academic excellence 2016 - 2017

**Skills & Abilities:**

* Computer literate and internet savvy with exceptional communication and writing skills
* Willing to take on additional responsibilities and dedicate more time to complete deadlines
* Strong organizational skills
* Insightful and methodical
* Fluent in Spanish