

# Karisma Garduno

Tolleson, Arizona 85353

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## Professional Statement:

Determined, hardworking and ambitious Coding student who is always ready to learn new things.  
Seeking a **Web Designer's** internship position.

## Knowledge, Skills, and Abilities:

- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.

## Certifications & Licenses:

- HTML5 Microsoft Technology Associate (MTA) Certification

## Education:

**Verrado High School** Buckeye, AZ Expected Grad Date: 05/2023  
Relevant Coursework: (Honors Algebra, AP Seminar, Honors Geometry, Spanish 1, AP Lang & Comp, Honors Algebra 2, AP US history)

**West-MEC Coding Program** Glendale, AZ Expected Grad Date: 05/2023  
This two-year program teaches students how to design and develop software, build apps and write and test computer code.

## Employment & Experience:

**Chick-Fil-A - Team Member** Avondale, AZ 09/2021 - Present  
Responsibilities include: provide customer service, handling money, maintaining a clean environment

**Hope's Closet - Volunteer** Goodyear, AZ 04/2021 - 06/2021  
Responsibilities include: assisting customers with questions, putting items away, handling money

## Extracurricular & Volunteer Activities:

**CodeClub** 01/2022 - Present  
Member since 2022, assist children with scratch (Coding program)

**FBLA (West-MEC)** 08/2021 - Present  
Member since 2021, attended the FBLA conference, competing in FBLA regionals competition

**Student Advisory Council member (West-MEC)** 08/2021 - 05/2022  
Member since 2021, attend meetings monthly, gather information for classmates