**Karisma Garduno**

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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:**

* 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 - Present

Member since 2021, attend meetings monthly, gather information for classmates