

# katherine cardoza

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## + summary

Motivated full-stack MERN web developer with experience creating custom websites through Javascript, HTML, and CSS. Seeking employment to further learn and develop new skills working with a team of experienced web developers and software engineers

## + experience

**UCLA Full-Stack Coding Bootcamp** · Los Angeles, CA  
Student Web Developer · 11/2018 - 05/2019

- Intensive curriculum learning how to develop full stack websites using Javascript, HTML, and CSS
- Collaborated with student developers to create a MERN stack game-hosting web application, including recreating games classics such as Minesweeper, Tetris, and Brickbreaker
- Experienced making a multitude of web applications through the SDLC model

**Makarem & Associates** · Los Angeles, CA  
Legal Assistant · 08/2016 - Current

- Assist in the expansion of the firm's marketing through editing and updating firm website, using Wordpress, HTML and CSS
- Support case preparation by preparing case summaries and materials for mediation; preparing pleadings; monitoring and obtaining discovery responses.
- Manage attorney staff calendar and case lists.
- Train new office clerks and legal assistants on firm policy and procedures.
- Assist Accounting Department with legal billing and HR Department with hiring.

**Hillel at UCLA** · Los Angeles, CA  
Student Staff Member · 06/2015 - 06/2016

- Collaborated with Director of Student Life by providing data from student directory for emails
- Contributed to the digitalization initiative of the office by facilitating the conversion of physical files
- Client facing communications
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**UCLA Graduate School of Education and Information Studies** · Los Angeles, CA  
Audio Transcriber · 09/2014 - 09/2015

- Transcribed audio independently for the Education Department's research on education equity in California.
- Gained communication skills and how to work independently.

Data Entry · 09/2014 - 09/2015

- Processed research data under the guidance of a graduate student.

## + volunteering

**Alpha Phi Omega National Service Fraternity** Los Angeles, CA  
Fellowship Vice President, Pledge Master, and Chairman to the Advisory Committee  
04/2014 - Current

- Brotherhood committed to developing leadership, fostering friendship and providing service.
- Organized and promoted the fraternity's banquet as well as other social events throughout the year.
- Organized and overlooked the recruitment of new brothers.
- Organized meetings and worked alongside other executive committee members.
- Provided support and guidance to executive committee members as alumni member.

## + education

**University of California Los Angeles**

06/2012 - 06/2016  
B.A Psychology 2016

**UCLA Full-Stack Coding Bootcamp**

11/2018 - 05/2019

## + skills

### WEB DEVELOPMENT

Javascript  
CSS  
HTML  
MongoDB  
React  
Express.js  
Node.js  
MySQL  
jQuery  
Bootstrap  
Materialize CSS

### ADDITIONAL SKILLS

Event Planning  
Program Management  
Customer Service  
Photoshop

### LANGUAGES

Spanish  
Korean