

# Kristine Legaspi

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## Education

**Entry Level Programmer Certificate** – Santa Monica College (Expected June 2020)

Related Courses: C Programming, Server-Side Ruby Web Programming, Python Programming, Introduction to Cloud Computing, Internet Programming, Introduction to Computer Systems

**Computer Accounting Certificate** – Santa Monica College (December 2019)

**Bachelor of Science in Business Administration** - University of California Riverside (June 2018)

Honors: Dean's Honors List, Chancellor's Honors List

## Technical Skills

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**Languages:** HTML/CSS, JavaScript, C/C++, Python, Java

**Technical Tools:** Git, Angular, Ruby, Rails, React Native, Node, AWS

**Other:** Adobe Creative (Photoshop, Lightroom, Acrobat), Microsoft Office (Excel, Access, Word, PowerPoint, Outlook), Open Source, Pivot Tables, ESRI, 130 Words Per Minute

## Projects

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Salt & Prepr (React Native, Firebase, JavaScript)

- Collaborated with a team on developing a mobile application for user convenience in health and wellness
- Created UI and form data storage and filters

KrisBot (Node, JavaScript, API)

- Designed a Discord Bot that helps servers with authorization, automation, and music streaming
- Integrated automatic messages upon entering the server for the first time and for sending a notification about the reason for ban or kick

InnoBiz Solutions

- Worked with a team of 7 to create a business plan for Stella Artois to expand its profitable market by analyzing current performance and strategic exposure through SWOT analysis
- Designed recommendations and strategies within the budget and timeline

## Career History

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**Office Manager, Accounting Specialist** – DB Electric, Inc (August 2018 – Present)

- Perform full cycle accounting and prepare month-end close through bank account reconciliations, general ledgers, and financial statement review and analysis
- Report directly under CEO and COO for administrative support, complete reports, and plan corporate events
- Lead external financial audit reviews and prepare financial statements to assist external CPA
- Process weekly timecards, payroll, bi-weekly and monthly garnishments, and Certified Payroll with DIR reports

**Vice President of Finance, Executive Board** - University of California Riverside (June 2016 – June 2018)

- Develop and monitor executive board officer and chapter annual budgets using Microsoft Excel
- Lead and supervise a team of 5 to build methods of financial compensation for members in arrears to secure financial stability, training the team to be successor candidates
- Facilitate weekly meetings for 120 members to update financial status and identify roadblocks for goal-setting
- Organize fundraising events that contributed 80% of the annual donations towards philanthropy

**Social Media Intern** – CollegeFashionista (June 2016 – June 2018)

- Contribute original content article posts on the website about the latest fashion trends to inspire over 33,000 college-aged followers
- Communicate with editors regarding specific requirements for original content articles to publish

## Certification

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- Notary Public, State of California (Commission expires 2023)