

KRISTINA RIVERO

WEB DEVELOPER

TECHNOLOGY SUMMARY

JavaScript
Ruby
HTML
CSS
Ruby on Rails
React
Node.js
jQuery
Bootstrap
GitHub
Heroku
Agile Methodology
Responsive Design
UX/UI Design

KEY SKILLS

- Ability to multitask high-volume work environments
- Proven leadership and organizational abilities
- Proficient in OSX and Windows
- Bilingual (English and Spanish)
- WPM: 70+
- Ability to work independently and on a team
- Ability to prioritize, plan, and organize work
- Problem solving skills
- Customer service

CONTACT

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EMAIL: kristinarivero@gmail.com

SOCIAL



github.com/krivero



linkedin.com/in/kristina-rivero

EDUCATION

WYNCODE ACADEMY

2018

Full Stack Web Developer Program

United Way Connect - worked with the United Way of Miami-Dade to create an MVP that connects volunteers by allowing one time registration, multiple event sign-up, event shareability, and creation/deletion of events on calendar
Made with technologies such as Ruby on Rails, React, AWS, JavaScript and Bootstrap.

Link: united-way-connect.herokuapp.com

The Gif Club - allows users to search for a gif and share on any site. Made with technologies such as React, JavaScript, HTML and CSS.

BACHELOR OF SCIENCE, EXERCISE SCIENCE

2014

BACHELOR OF SCIENCE, GEOGRAPHY

Florida State University, Tallahassee, FL

WORK EXPERIENCE

ADMINISTRATIVE ASSISTANT/TRAUMA FELLOWSHIP COORDINATOR

University of Miami, Miami, FL | December 2016 - June 2018

- Managed and administered daily operations of two Orthopaedic Trauma Surgeons, including the Associate Chairman for Clinical Affairs/Chief of Trauma Service
- Served as Trauma Fellowship Coordinator (set-up meetings and interviews, grant submission)
- Collected and researched both financial and incoming trauma patient data daily; prepared reports by collecting and analyzing information

OFFICE MANAGER

Miami Bakery, Miami, FL | July 2016 - November 2016

- Managed employee schedules, organized office functions and oversaw daily operations
- Reduced office expenses by 15% by communicating with vendors and implementing inventory system
- Developed procedures and training materials to streamline the onboarding process and set clear employee expectations

OFFICE MANAGER

Universal Engineering Sciences, Miami, FL | February 2016 - July 2016

- Day-to-day running of the office at the administrative level (trained, supervised and assigned work to 3+employees); maintained uniform correspondence procedures and calendar management
- Maintained office productivity through proficient use of appropriate software applications
- Billed, invoiced and collected (upwards of \$250k monthly)

OFFICE ASSISTANT

Wreckless Apparel, Tallahassee, FL | June 2015 - November 2015

- Served as Interim Office Manager; primary point of contact. Assessed customers' needs and explained services, processes, procedures and guidelines
- Managed calendar of events as well as daily operations; Consistently met deadlines
- Created social media marketing material and forms

ASSOCIATE PRODUCER

Moonwater Pictures, Inc. Miami, FL | May 2014 - May 2015

- Assisted in production logistics and daily operations; organized 10+ production personnel and wrote/edited scripts weekly
- Created shows digital content including behind the scenes footage, photography and website only video
- Consistently met strict production deadlines; 3 new sets weekly
- Show: S.O.S. Salva Mi Casa (Telemundo)

FOUNDER/PRESIDENT

Karma Kandy LLC, Tallahassee, FL | May 2012 - January 2015

- Created and maintained company website (HTML, CSS)
- Designed and created new products; designed all print and marketing materials
- Procured new customers (2,000+) and maintained customer relations