Leticia Fuentes
21302 Encino Commons, Apt. 3201
San Antonio, TX 78259
(210) 213-9803
lettyfuentes2013@gmail.com

Objective: To obtain a position in the field of Computer Science whereby my problem solving, leadership, and teamwork skills may be applied towards contributing to the firms mission and goals.

Education: **The University of Texas at El Paso (UTEP)**
Bachelor of Science in Computer Science
Date of Graduation: December 2002
CS GPA: 3.54/4.00   Overall GPA: 3.38/4.00

Experience:

03/2013-present **Texas Premier Realty,** San Antonio, TX
Realtor®
- Manage the real estate business from different angles (finances, systems)
- Advertise the business through social media, print, promotional videos, & other creative ways
- Consult with home buyers and sellers regarding the home buying and selling process
- Coordinate a home showing schedule that is effective and efficient for buyers
- Implement a creative marketing plan for home sellers that achieves the sale of their home
- Negotiate contracts on behalf of home buyers and sellers
- Communicate constantly and effectively with clients and prospects
- Contribute to the community by teaching home buyer/seller adult education classes
- Continuously attend continuing education classes to stay abreast on the filed

08/2009-12/2010 **Aldine ISD Reed Academy for Engineering**, Houston, TX
Mathematics Educator
- Developed appropriate mathematics lesson plans to instruct students
- Differentiated instruction to accommodate different learning styles
- Managed and tracked accurate records of student grades and behavior
- Communicated with parents regularly on their student's behavior and academic progress
- Maintained and organized a clean classroom to contribute to a positive classroom climate
- Continuously attended professional development to deliver higher quality instruction

02/2003-11/2007 **Department of the Defense White Sands Missile Range (WSMR)**, WSMR, NM
Computer Scientist
- Initialized and completed the effort to remove old and unused code from our teams software system – Real-Time Modular Input (RTMIN)
- Contributed to the conversion of Fortran code to C with the purpose of modernizing RTMIN as well as migrating it from a UNIX platform to a widely supported platform
- Contributed to the design and implementation of a new interface for RTMIN under Microsoft Visual Studio in order migrate it from a UNIX platform to a widely supported platform

8/2001-12/2002 **Systems and Software Engineering Affinity Laboratory (SSEAL)**, El Paso, TX
Research Assistant
- Developed small-scale software programs to verify the effectiveness of the prototype of Dynamic Monitoring with Integrity Constraints (DynaMICs)
- Worked closely with research partner to complete semester goals
- Regularly met with research advisors to demonstrate assignment progress
- Conduct oral presentations which illustrated research project advancements
- Attended the National Undergraduate Research Conference (NCUR) 2002 and UTEP Research Expo 2002 to demonstrate research project to larger audiences

08/2001-12/2002	**Army Research Laboratory Survivability Lethality Analysis Directorate**, White Sands Missile Range (WSMR), NM

UTEP Software Engineering Class - Student

- Developed memorandums to communicate with WSMR representatives in order to clarify and validate requirements for SCMITAR
- Utilized Software Engineering principles to develop the following documents for Scene and Countermeasures Integration for Munition Interaction with Targets (SCIMITAR): a feasibility report, a software requirement specifications (SRS) report, and a software design report
- Enhanced an existing graphical user interface for SCIMITAR
- Maintained a group and a personal folder with documentation about the SCIMITAR project
- Communicated and worked closely with group members regarding the SCIMITAR project

6/2002-8/2002	**ExxonMobil Global Services Company (EMGSC)**, Houston, TX

Summer Intern Student

- Designed a sample logo and financial form and implemented the designs using Overlay Generation Language (OGL) in MVS environment to facilitate the customers experience towards the development of their own customized forms and logos tailored to their business
- Designed and implemented an Interactive System Productivity Facility (ISPF) interface to facilitate the copying the sample OGL code for the financial form and logo into a user owned library
- Provided step-by-step help panels on operating the interface as well as developing overlays as a feature of the interface

6/2001-8/2001	**Lucent Technologies (Wireless Organization)**, Naperville, IL

Technical Associate - Summer Intern Student

- Adhered to established coding practices to develop automated scripts in order to more efficiently utilize network resources
- Tested and validated the correctness of automated scripts
- Utilized best practices to document each of the automated scripts
- Defined and taught group members the step-by-step process for developing automated scripts

Knowledge & Skills:

- Microsoft Windows 9x/2000/XP, Macintosh OSX 10.4 - 10.7
- Software Engineering Fundamentals

Organizational Activities:

11/2014-present	**San Antonio Toastmasters Presidents Distinguished Club 9434** **Toastmasters International®**

Toastmaster, Member

- Attend meetings regularly as promised during the induction ceremony
- Serve in meetings at different capacities (ah counter, 90-second educator, table topics master)
- Prepare speeches that satisfy Toastmasters International® requirements for specific projects
- Satisfy the time limits of speeches as required by Toastmasters International®
- Pledged to give a speech every four to six weeks to improve speaking skills consistently

11/2014-present	**American Heritage Girls**

Treasurer

- Ensure that record-keeping and accounts meet the requirements of the troop
- Maintain appropriate systems for book keeping and payments
- Present regular reports on the organization's financial position
- Manage bank account

1/2000-12/2002	**Association for Computing Machinery (ACM) UTEP Student Chapter**

Member, Vice-President 2001-2002

- Managed and conducted monthly ACM meetings
- Communicated with industry corporations on behalf of ACM
- Volunteered to promote education in local schools
- Communicated and worked closely with ACM advisor and ACM officers
- Encouraged members to get involved in ACM activities

10/2000-12/2002	**Discovering Science and Engineering Days (DSED)**

Computer Science Leader
- Volunteered in DSED to promote education in Science and Engineering to local schools
- Recruited ACM members to help represent the organization at DSED
- Informed students about UTEP's computer science program
- Provided live demonstrations on programmed robots to students

2/2000, 2001, & 2002	**Expanding Your Horizons (EYH)**

Volunteer, Leader for 2002
- Explained and demonstrated the duties of a computer scientist to young women
- Engaged in conversations with EYH participants regarding computer science
- Informed young women of the opportunities that higher education offers
- Directed EYH participants in the modification of a graphics program

Honors/Awards:

- Upsilon Pi Epsilon Computer Science Honor Society (12/2001-12/2002)
- Golden Key National Honor Society (3/00-12/2002)
- Hispanic Scholarship Fund Recipient (2001-2002)
- National Science Foundation Scholarship Recipient (1/2002-12/2002)
- College of Engineering Dean's List (Spring 2000, Summer 2000, Fall 2000, Spring 2002)
- Men and Women of Mines (2001-2002)
- Who's Who in American Universities and Colleges (2001-2002)
- General Property Scholarship Recipient (9/2001-1/2002)
- ACM UTEP Student Chapter Outstanding Member Award (2000-2001)
- Appointed ACM Outreach Committee Chairperson (2000-2001)
- New Horizons Award Recipient (1998-1999)