Maria Reccoppa

Queens, NY

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EDUCATION
Bachelor of Science, Computer Information Systems, Minors: Data Science and Digital Art
GPA: 3.7, Expected May 2024
Molloy University, Rockville Centre, NY

SKILLS
Proficient in Microsoft Excel, HTML/CSS, Adobe Creative Cloud, Python, SQL, R, and ReactJS
Intermediate fluency in Japanese

EXPERIENCE
IT and Content Applications Intern, Penguin Random House, February 2023 - Present
- Troubleshoot user typography and font technology issues in Monotype Fonts, FontExplorer X, and Adobe Creative Cloud
- Handle font assignments and licensing queries for all departments
- Provide excellent support and customer service to users, responding to inquiries quickly and professionally

Website Manager, Won By One To Jamaica, November 2022 - Present
- Update new content on the website using MotoCMS such as children to sponsor, mission trips, and blogs
- Collaborate with the marketing team to help develop strategies to increase website traffic utilizing Google Analytics

Code Coach, TheCoderSchool, October 2022 - February 2023
- Taught up to five students aged seven to fourteen fundamental and intermediate programming concepts utilizing HTML/CSS, Python, and Scratch
- Developed customized curricula with students in accordance with their programming expertise and interests
- Troubleshooted and prepared software on Chrome OS laptops for each student based on their learning needs

PROJECTS
Primary Coder, Website Development, September 2021 - December 2021
- Created a personal website using HTML/CSS, and ReactJS in CodeSandbox and Visual Studio Code
- Learned how to debug code when feedback was sent through GitHub
- Set up a custom domain name using Google Domains and deployed the website online using Netlify

LEADERSHIP EXPERIENCE
Treasurer, Molloy University Anime Club, May 2022 - Present
- Send weekly emails to over 100 members detailing future meetings and upcoming events
- Manage semesterly budget of $590.00 in Microsoft Excel
- Collect receipts and track spending and expenses
- Purchase merchandise for club and stay within budget
- Organize fundraisers for charity and other cultural events