Melissa Machado

melissamachado015@gmail.com • (240) 713-9659

Professional Summary

As a Computer Engineering student, I'm a highly motivated and accomplished individual with a passion for innovation and problem-solving. With a strong background in coding, I thrive on challenges and excel in fast-paced environments. I bring a unique blend of creativity, analytical thinking, and adaptability to every project I undertake. I'm seeking new opportunities to leverage my expertise and make a positive impact. Let's connect and explore how we can create something remarkable together.

Technical Expertise

HTML, CSS, JavaScript, Bootstrap, API, GitHub, Hosting, FlexBox, Microsoft Office

Education

Prince George's Community College
Computer Engineering Technology, A.A.S   Currently Enrolled

High Point High School
H.S. Diploma   May 2016

Professional Experience

Prince George's Community College   Hyattsville, MD
Computer Lab Technician - Federal Work Study   January 2023 - Present

- Maintain the lab and equipment in a safe and organized manner
- Operate and maintain assigned computer equipment including hardware, software and related applications
- Read and understand technical manuals and protocols
- Instruct students in the use of computer equipment and lab procedures

Extra Space Storage   Columbia, MD

Assistant Manager   September 2021 - April 2023

- Develop strong customer relationships by understanding their storage needs and offering effective solutions.
- Drive sales objectives by promoting unit rentals, rental insurance, and moving materials.
- Guide and assist new customers through the rental process and contractual agreements.
- Maintain a clean and well-maintained facility, performing tasks such as cleaning units, sweeping, and ensuring overall cleanliness.

Intersolutions   Washington, D.C.

Temporary Leasing Agent   June 2021 - September 2021

- Welcome prospective residents, provide informative tours, and close leasing deals.
- Accurately handle leasing paperwork, including applications, lease agreements, and credit checks.
- Collect security deposits, rent payments, and other related charges.
- Effectively communicate lease and community policies to residents and prospects.

ezStorage   Multiple Locations

Assistant Property Manager   September 2019 - April 2021

- Demonstrate in-depth knowledge of storage unit rules, agreements, pricing, and limitations.
- Execute leasing agreements and maintain comprehensive customer and property records.
- Ensure the maintenance and functionality of the self-storage property, including buildings, units, and parking areas.
- Manage sales inventory and accurately prepare and submit required reports.

Certifications

SheCodes   July 2023

Advanced web Development

SheCodes

Web Development   July 2023

SheCodes

Introduction to Web Development   May 2023

SheCodes

Introduction to Coding   May 2023

Additional Information

- LinkedIn: *linkedin.com/in/melissa-m-4a566718b*
- GitHub: *github.com/meli-mac*
- SheCodes Profile: *shecodes.io/graduates/81822-melissa-machado*