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# Miguel Gaona

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## EDUCATION

**CSU San Bernardino** - *B.A. Computer Systems - Web Programming*

SEPTEMBER 2015 - MARCH 2018

Related coursework: Server programming, Web Page Programming, Web Design, Database Systems

## WORK EXPERIENCE

**Hub International** - *Administrative Assistant*

FEBRUARY 2014 - PRESENT - RIVERSIDE, CA

- Sorted and distributed mail for office of over 200 employees
- Recorded and deposited incoming check payments from clients
- Marketed expiring insurance policies to various insurance carriers for renewal
- Managed insurance carrier website user credentials for multiple offices in California region
- Assisted IT team with various tasks including hardware support, remote user support, new hire setups, and office expansions
- Provided technical support during major system transitions

## SKILLS

### Web Technologies

- HTML/CSS & Bootstrap Framework
- Javascript & JQuery
- PHP/MySQL/Oracle SQL
- Git Version Control

## PROJECTS

### CSUSB Scheduler

- Web app for organizing class schedules and assignments
- Languages used: HTML, CSS, Javascript, PHP, MySQL
- Tools: Bootstrap, Google Sign-in API, Fullcalendar API
- Developed using Cloud9 online IDE
- Github repo: <https://github.com/mgaona909/CSUSB-Scheduler>