

Montserrat Miranda

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Education

Master of Science in Applied Information Technology | May 2022

Post-baccalaureate certificates in Internet Application Development and Information System Management.

Towson University, Towson, MD.

3.75 GPA

Bachelor

Major in Industrial and Labor Relations | Dec 2015

Universidad de Guanajuato, Guanajuato, Mexico.

Technical Skills

JavaScript ES6+, Node.js, Express.js, MongoDB, React.js, HTML5, CSS, REST APIs, MS Project, Microsoft 365, Jira, Salesforce, Google Workspace

Languages

English, Spanish. Bilingual

Relevant Information Technology Projects

Travels Unraveled | Web Development | Jan-May 2022

- I developed a CRUD web application from scratch using the MERN stack (MongoDB, Express.js, React.js and Node.js) and self-taught several of the technologies employed. The purpose of the application was to feature an interactive map where users can search and add learning content linked to specific places in the world: <https://travelsunraveled.com/>

Streamline communication processes | Information Systems Management | Jan-May 2022

- As Project Coordinator, I implemented the SDLC with waterfall methodology to bring three main online communication work-flows into one software landscape for a pool community club. The project involved the research and analysis of different COTS software alternatives, creating and documenting requirements, business cases, business process model, procurement plan for acquisition, tests for requirements validation, and user manual with product delivery.

Work History

Charm City IT | IT Project Management Intern | May 2022- Present

- Project coordination for the Information Technology and Security initiatives.
- Schedule and attend client meetings to record action items, next steps, and distribute meeting minutes.
- Assist the Project Manager in drafting and maintaining reports on project progress to stakeholders as well as defining and tracking milestones and deliverables in Jira/MS Project.

Cultural Care | Au Pair | July 2018 - Dec 2020

- Created and implemented diverse educational strategies to boost the development of global citizen mindset and love for technology and taught Spanish to children between 5 and 7 years old.
- Monthly update of work schedule with Excel and Google Calendar.

North American Production Sharing | Indirect Recruiter | Feb 2017 - Mar 2018

- Recruited, selected, and initiated the hiring process of middle management positions for over 20 companies in the automotive.

Danone | Talent Acquisition Coordinator | Danone de Mexico | Jan 2016 - Feb 2017

- Recruited, selected, and handled the hiring process of interns, entry-level and middle management positions from the food industry in Mexico.

Volunteer Work

AIESEC Mexico | Aug 2013- Dec 2015

- As President, I directed a team of ten people and oversaw the operations of an office with over 55 members, ranked top one national level in one of our four products by the end of the year.
- As VP of HR, I managed a team of 13 people. I implemented several tools to improve the members' experience, which eventually led us to win first place at the Annual National Awards Ceremony.