Maribel S. Arzola

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Summary

Full-stack Web Developer in training, highly adaptable with proven track record of high skill for continuous learning.

Skills

HTML5, CSS, Javascript, JQuery, Bootstrap, Node, GitHub, Node, Firebase, MySQL, MongoDB
Adobe Captivate, Adobe Photoshop, Responsive web design
Other Languages: Spanish

Education

University of California, San Diego Extension   July 2018 - February 2019
Trilogy Coding Bootcamp

University of California, Berkeley   August 2008 - May 2012
Bachelor's Degree: Political Science

Experience

The Coding Bootcamp, Trilogy Education Services   July 2018 - Present
• Developed various projects utilizing several technologies including: Node, MySQL, AJAX, JSON, Firebase
• Collaboration with cohort developers for group project using GitHub as workflow control

Leonard Carder, LLP - Oakland, CA   June 2017 - May 2018
Receptionist/Legal Assistant
• Answered telephone calls, responded to general inquiries and conducted Spanish intakes
• Administrative tasks including: copying, typing, faxing, scanning, mail processing and organizing staff events
• Maintained office law library and other cataloging
• Supported in-house attorneys as needed, including serving documents and court filings

Nielsen Merksamer - San Rafael, CA   Dec 2013 - Feb 2017
National Compliance Systems Coordinator
• Coordinated deadlines, internal calendar, and database systems for nationwide compliance filings
• Created electronic questionnaires designed to collect lobbying activity data via Qualtrics
• Supervisory role of reporting unit, including training and interviewing employees
Political Reporting Specialist
• Administered, drafted and filed federal, state and local jurisdiction legal compliance reports
• Prepared and maintained documentation of audit files for Secretary of State and external audits
• Contacted clerks regarding ethics regulations and compliance disclosure requirements under pertaining election laws
• Researched and analyzed state and local regulations to draft legal clearances and internal memos
• Managed multimillion-dollar ballot measure campaigns, including bank accounts and tax information
• Processed deposits, expenditures, accrued expenses and reconciled bank statements for Political Action Committees
• Communicated with clients and consultants regarding lobby and campaign reporting obligations
• Analyzed quarterly lobby activity for data entry and filing lobbyists' and company reports