

Maribel Rivera

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Projects

Find ISS: <https://tika27.github.io/SpaceEvent.location/>

Workday Scheduler: <https://mriviera0014.github.io/du-work-day-scheduler/>

Password Generator: <https://mriviera0014.github.io/du-week-2-password-generator/>

Skills

- Lifelong experience with Microsoft Word, Excel, and PowerPoint
- Committed to company values and self-integrity; produce quality work
- Outstanding communication skills; clear and concise
- Ability to work under time restraints by effectively managing time and prioritizing tasks
- Driven and inquisitive; seeks out challenges and learning opportunities
- Ingenious problem-solving
- Takes initiative

Work Experience

Kahuna Design- AutoCAD Drafter

August 2018-Present

- Track latest changes in projects by scanning documents into database
- Update projects accordingly using AutoCAD, Microsoft Excel, and DT42
- Communicate with engineers on project changes and concerns
- Prepare projects to be issued
- Create and update group and company standards

Starbucks- Barista, Barista Trainer, Shift Supervisor

May 2015- June 2018/June 2019-December 2020

- Provided outstanding customer service by assisting customers with orders and answering questions about our menu and/or stars rewards program
- Train new partners on beverages, procedures, safety, and company policies

- Set expectations by role modeling behaviors
- Keep team focused by assigning tasks
- Complete daily tasks under time constraints, work under pressure
- Manage product inventory
- Cash management

Education

University of Denver Coding Bootcamp

January 2021-April 2021

Kahuna University: Professional Development Leadership Program
2018-December 2019

August

- Communication Skills 101
- Communication Skills 201
- Energy and Focus
- Stress Management
- Dealing with Conflict
- Time Management

References

Heather Siebert- Kahuna P&ID Manager, Colleague of 1.5 years

(720) 331-1602

Stephen Pacyga- Starbucks Shift Supervisor, Colleague of 5 years

(303) 842-9603

Sasha Svec -Starbucks Store Manager, Colleague of 2 years

(303) 856-8021