

Ruby Portillo

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PROFILE

I am a passionate human rights advocate who doesn't shy away from a challenge. I take pride in being a hardworking individual who loves to find creative solutions to problems. I know the principles of building a website and let my creativity fill in the rest. I am seeking a workplace with contagious passion to contribute my own to. My passion for web development stems from my curious nature; I am constantly seeking knowledge. Thus, a workplace committed to learning together is essential. My background in political investigations and research bring a refreshing perspective to the tech space. I am ready to take my prospective employer to the next level.

KEY SKILLS AND CERTIFICATIONS

CSS	JavaScript	Java	Web Development	HTML
OSINT	Geo-Tracking	Social Media Tracking	Corporate Tracking	

PROFESSIONAL EXPERIENCE

Administrative Manager | T&H Electric

Los Angeles, CA | Part-time

03/2023 - Present

- Streamlined all systems of operation
- Led marketing efforts, leading to 3x increase in profits by April
- Increased company's jobs by 40 via client outreach efforts

Open Source Investigator | Dolores Huerta Research Center for the Americas

Santa Cruz, CA | Part-time

09/2020 - 06/2022

- Performed digital verification tasks for human rights abuses investigation cases worldwide
- Contributed to team collaboration via weekly research plans and research reports
- Investigated political violence in Latin America, tracking incidents via spreadsheets
- Utilized my OSINT skills to verify over 15 incidents a week

CA Team Leader | uAspire Student Advocacy Fellowship

Remote | Part-time

01/2020 - 11/2021

- Conducted weekly education policy research and policy writing
- Mentored CA interns, led team meetings
- Represented uAspire at conferences, meetings and with partner organizations
- Hiring Manager for all uAspire fellowship applicants in 2021
- Created and launched uAspire's alumni network program

EDUCATION AND TRAINING

University of California, Santa Cruz

Bachelor of Arts, Politics

September 2018 - August 2022

Opportunity College

Career Jumpstart Fellowship, Web Development

June 2023 - December 2023

ADDITIONAL INFORMATION

Bilingual: Native Spanish Speaker