

RUJAINÉ MENA

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LinkedIn: www.linkedin.com/in/rujaine | GitHub: <https://github.com/rujainemena> | Portfolio:
<https://rujainemena.github.io/rujaine-portfolio/>

SUMMARY

Full Stack Web Developer with a background in Hospitality and Events with a self-starter attitude. Effective at combining creativity and problem solving to develop user-friendly applications and strategies. Known among colleagues for having a strong work ethic and attention to detail.

TECHNICAL SKILLS

Technical Languages: HTML5, CSS3, JavaScript, MySQL, Node.js

Applications: VS Code, GitHub, Asana, Slack, Canva, Notion

PROJECTS

Password Generator | <https://github.com/rujainemena/password-gen> | <https://rujainemena.github.io/password-gen/>

- *This app will generate a random and secure password based on the user's preferences.*
- *Role: Project Owner*
- *This application features HTML, CSS, and JavaScript.*

Cosmic Jamz | https://github.com/ekovalchick/project_1 |

- *This application allows curious users to look up a snapshot of space from any date they choose while jamming out to a galactic playlist.*
- *Role: Front-End Developer*
- *This application features HTML5, TailwindCSS, JavaScript, and Web APIs from both Spotify and NASA.*

SVG Logo Generator | <https://github.com/rujainemena/logo-generator>

- *This project allows the user to generate a simple logo based off of a series of questions directly from the command line.*
 - *Project Owner*
 - *This application features JavaScript, Nodes.js*
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EXPERIENCE

Lead Virtual Assistant / Freelance

2022 - 2023

Hustle & Bustle Virtual Assistance

Remote, FL

Collaborated with small business entrepreneurs as they establish their business, or efforts in expanding their growth.

Key Accomplishments:

- *Short-Form Video creation for multiple clients garnering a cumulative total of over 146K views across multiple social media accounts in the span of 90 days.*
- *Provided content creation consulting that reached over 74K accounts and hit an audience engagement increase of 31%, reaching my client's goal of 10K followers on their social media platform.*
- *Designed and developed Brand Guidelines for Evan Jewels that was implemented into their website design, powered by Squarespace: <https://www.evanjewels.net/>*
- *Provided Ad Copy for sponsored social media posts on Instagram, Facebook, and YouTube following the required verbiage of the media kits provided by the brands, which included: Gerber, Crest, Fever All, and Radio Flyer.*
- *Co-Produced the launch of "The Dad Hour Podcast" (<https://www.youtube.com/@TheMarzoaFamily/podcasts>) Production included script writing, studio production, and project management.*

Catering Sales Manager

2021 - 2022

Vista Lago Ballroom

Kendall, FL

Assisted the Sales Director with contracts, invoice management, and on-site tours that would result in same-day sales

Key Accomplishments:

- *Exceeded client experience resulting in numerous guests having expressed their satisfaction in the form of client referrals. Gained seven additional accounts exclusively from positive experience as well as social media advertisement.*

EDUCATION

Full Stack Web Development Boot Camp Certificate: *University of Miami, Miami, FL*

A 24-week intensive program focused on gaining technical programming skills in HTML5, CSS3, JavaScript, JQuery, Bootstrap, Firebase, Node.js, MySQL, MongoDB, Express, Handelbars.js, and ReactJS.

Certified Wedding and Event Planner: *Miami-Dade College via Lovegevity, Miami, FL*

AA in Business Administration: *Miami-Dade College, Miami, FL*

ADDITIONAL SKILLS

Spoken Languages: Spanish (*native*), English (*fluent*)

Interests: Cinema Enthusiast, Content Creation, Entrepreneurship, Pizza Connoisseur