



Samantha Rayos

INFORMATION AND COMMUNICATION TECHNOLOGY

Contact

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Courses

- Computer Networking
- Software Technology
- Operating System for ICT
- Introduction to Java
- PC Maintenance and Repair

Certifications

- TestOut PC Pro Certification
- Microsoft Office Specialist Excel 2016

Summary

Currently attending NMSU pursuing my engineering degree in Information and Communication Technology. My anticipated graduation date is Fall 2021.

Education

BACHELOR OF INFORMATION AND COMMUNICATION TECHNOLOGY
New Mexico State University | Las Cruces, NM | 2020 – 2021

BACHELOR DEGREE IN BUSINESS MARKETING
West Texas A&M University | Canyon, TX | 2016 – 2018

ASSOCIATE DEGREE IN PRE-BUSINESS
New Mexico State University | Las Cruces, NM | 2014 – 2016

Work Experience

ADMINISTRATIVE SECRETARY
Arizona Supreme Court | Tucson, AZ | June 2019 – Current

- Preparing meeting agendas and support meetings and/or training sessions.
- Promptly processing and routing incoming calls and mail to personnel reaching client satisfaction.
- Assisting program specialists to ensure successful facilitation of the organization's reviews.
- Organizing and maintain current and correctly sequenced cases.

TESTING ASSISTANT

Amarillo College | Amarillo, TX | October 2018 – March 2019

- Administering and overseeing tests according to strictly prescribed guidelines and standards; checks examinee identification and rosters, distribute test materials, and monitor the conduct of examinees.
- Preparing and organizing testing materials in accordance with individual testing requirements and with established testing protocol and guidelines; developing seating plans, assigning proctoring duties, and preparing the testing facility.
- Providing general administrative assistance to include answering phone inquiries and provision of information and assistance to walk-in students.
- Ensuring that proctors are performing adequately, and assisting with technical issues as they arise.

CORNETTE LIBRARY STUDENT AIDE

West Texas A&M University | Canyon, TX | September 2016 – May 2018

- Efficiently maintaining reports, forms and records while providing accurate data entry.
- Assisting patrons with special orders ensuring prompt product delivery and accountable for shipping according to university requirements.
- Responsible for maintaining knowledge of policies, proper organization and product replenishment.
- Collaborating with workers to engage students to participate in internal activities and events.
- Monitoring inventory and budgeting for office supplies to place orders and log inventory.

MANAGERIAL INTERN

Sam's Club | Amarillo, TX | May 2017 – August 2017

- Developing and implementing a marketing plan for the Children's Miracle Network to increase donations.
- Increased business membership by identifying relevant local businesses and marketing to them to sign-up for business memberships.
- Coordinating management efforts with multiple departments to implement store changes and procedures.
- Maintaining a relationship-based approach to demonstrate products and services to customers.