



# 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.