

Sandra I. Campuzano

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github.com/scampuzano7

Website: scampuzano7.github.io

Frontend	Backend	Data Science	Other Tools
<ul style="list-style-type: none">★ HTML5★ CSS3★ Javascript★ React.js	<ul style="list-style-type: none">★ Python★ C++★ Node.js★ Flask	<ul style="list-style-type: none">★ AWS★ Tableau★ R/RStudio★ Power BI	<ul style="list-style-type: none">★ GitHub★ Git★ AGILE Methodology★ Windows/MacOS/Linux

Experience

Administrative Assistant | Acorn Technology Services | Feb 2020 to Feb 2024

- Maintain customer data
- Create helpdesk tickets in Autotask
- Send out Windows monthly maintenance emails
- Collect, compile, and model data for metrics
- Maintain internal documentation in ITGlue
- Process incoming and outgoing hardware
- Maintain hardware database (SnipeIT)
- Conduct research, testing, and feedback for renewal API
- Provide verbal and written instructions to employees
- Software installations and updates

Secretary (Temp) | Riverside County Office of Education | Mar 2018 to Feb 2020

- Data entry and maintenance
- Basic Windows troubleshooting
- Hardware implementation
- Rewrite contract templates for Contracts & Purchasing department
- Manage vendor data
- Create training documentation
- Software installations and updates

Proctor | State Bar of California | Feb 2018

- Observation of candidates taking exam under special accommodations
- Give oral instructions
- Handle, maintain, and transport highly sensitive material
- Ensure confidentiality and privacy of candidates
- Report suspicious activity or cheating

Asset Management Analyst | Polymer Logistics | Feb 2017 to Dec 2017

- Enter and analyze data
- Maintain product database
- Asset recovery and recirculation
- Closing inventory gaps
- Research and gather leads for potential customers
- Handling agreements with vendors and farmers

- Training and directing new employees
- Hold phone and web conferences
- Basic Windows troubleshooting
- Hardware implementation
- Software installations and updates
- Hardware installation

Education

Master of Science in Data Science | University of Phoenix

Completed courses in:

- Data Science
- Database Management
- Data Analysis and Business Analytics
- AI, Machine Learning, and Deep Learning
- Data Modeling, Integration, Visualization, and Mining
- Business Intelligence
- Data Governance
- Customer Relationship Management
- Dean's List 2024 (3.7 GPA)

Advanced Software Developer Certificate | University of Phoenix

Completed courses in:

- Software Engineering
- Advanced studies in various Programming languages
- Software Testing and Quality Assurance
- Software Development Life Cycle
- Various frameworks and software

Bachelor of Science in Information Technology | University of Phoenix

Completed courses in:

- Hardware Implementation
- Various Programming Languages
- Network and Cybersecurity
- Project Management (Agile Methodology)
- Database Management and Integration

Professional Organizations

Epsilon Pi Tau - Delta Sigma Chapter | May 2024

The National Society of Leadership and Success | May 2024

Volunteer/Participant/Other

Baddies In Tech | July 2023

BiT Women's Buildathon | SheHired | Feb 2024 to March 2024

Created a diverse, inclusive, and transparent job platform during a two week buildathon. Collaborated with others, and have agreed to make this an ongoing project.