

Scarleth Estevez

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EMPLOYMENT

H & E Construction, NY (summer position)

2014 – 2015

Office Assistant

- Maintained files and folders both physically and electronically.
- Operated fax and photocopying machines.
- Received, sorted, and distributed mail.
- Answered phones, screened calls, and scheduled appointments.
- Edited documents for grammar and punctuation.

Cutco/Vector Marketing , NJ (summer position) 2014

Salesperson

- Processed sales and payments
- Met with customers; demonstrated products.
- Managed client inquiries and concerns; made recommendations and suggestions.
- Promoted after second week of sales.

Exclusive Clientele Brands (October 2015 to present (May 2016))

Web Developer Intern

- Helped create company websites
- Lead team of front end developer interns
- Worked in teams and collaborated ideas on website and android app development

EDUCATION

Boston University

Bachelor of Science, Computer Science

In-Major GPA: 3.8

Technical Skills

Languages: Python, Java, C, C++, C#, HTML, JavaScript, CSS, PHP, mySQL, and Ruby

Skills: Unix, Linux, AngularJS, jQuery, Ruby on Rails, WordPress

Languages: English, Spanish, French

ADDITIONAL INFORMATION

BUILDS (Boston University Hackerspace Club)

Member

Boston University Women in Computer Science

Member

Boston Hacks (Boston University Official Hackathon)

Participant