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, NJ (summer position)   2014
Salesperson
- Processed sales and payments.

- Answered and initiated calls, took and reported messages in a timely accurate fashion.

- Met with customers; demonstrated products.

- Managed client inquiries and concerns; made recommendations and suggestions.

- Promoted after second week of sales.

EDUCATION

Boston University
Bachelor of Science, Computer Science
In-Major GPA: 3.8

Technical Skills
Languages: Python, Java, C, HTML, JavaScript, CSS, Ruby on Rails

Languages: English, Spanish, French

ADDITIONAL INFORMATION

BUILDS (Boston University Hackerspace Club)
Member

Women in Computer Science
Member

Boston Hacks (Boston University Official Hackathon)
Participant