

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, SQL, Ruby, PHP,

Skills: Linux, AngularJS, jQuery, 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