

# Scarleth Estevez

[scarleth@bu.edu](mailto:scarleth@bu.edu)

---

## 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