

Christian Tavaréz

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KEY SKILLS

- Programming: C++, Python, MySQL, HTML/CSS
- Languages: Spanish (Fluent) and French (Beginner)
- Content Management Systems: Squarespace, WIX, Weebly, AWeber
- Operating Systems: macOS, Windows, Linux
- MS Office (Excel, PowerPoint, Word, Outlook)
- Social Media: Instagram, Facebook, Snapchat, Twitter, YouTube
- Willingness to learn

PROFESSIONAL EXPERIENCE

Champions for Philanthropy, Inc.

New York, NY

Web and Digital Design Consultant

April 2021 - Present

- Use HTML/CSS to design a countdown timer for the company's website.
- Develop email automations for sign up forms using AWeber.
- Edit videos to include preselected music, interviews, sound clips, graphics, and effects.
- Design microsites and registrations forms for live events using Squarespace and Splashthat.

Teachers College Columbia University

New York, NY

SPA NYC Technology Assistant

June 2021 – August 2021

- Assist with digital instructional resources and electronic technology media broadcasting mass communication.
- Assist with Zoom video conferencing with over 100 plus viewers live on YouTube.
- Software troubleshooting, problem solve, and support with technology issues.
- Work in MAC, Chrome OS, and PC environment.

Champions for Philanthropy, Inc.

New York, NY

Operations Associate

January 2021 – April 2021

- Oversee many essential functions from office operations to event logistics.
- Create and manage Zoom webinars for live events.
- Complete clerical and administrative tasks.
- Manage 5 social media platforms (designing, posting, captions, analytics).
- Monitor and manage company and clients email accounts using Google suite.

Champions for Philanthropy, Inc.

New York, NY

Web Design Consultant

August 2020 – January 2021

- Continual updates and maintenance of multiple websites using Squarespace.
- Create and update web pages for the company and their clients.
- Design event forms on Canva and Splashthat.
- Upload and edit the company's social media content, YouTube videos, and live streams using iMovie.

PROJECTS

E-commerce Website

New York, NY

John Jay College of Criminal Justice

October 2019 – December 2019

- Design the front end of the website using HTML/CSS.
- In a team of 4, we developed a conceptual schema for our e-commerce website.
- Develop SQL code to create a mini world, entity (tables) with all the constraints.
- Sample SQL code to retrieve data from the tables.

EDUCATION

John Jay College of Criminal Justice

New York, NY

Bachelor of Science in Computer Science and Information Security (May 2020)