

# Christian Tavaréz

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## KEY SKILLS

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- 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), Google Suite
- Social Media: Instagram, Facebook, Snapchat, Twitter, YouTube
- Active Directory (Intermediate)
- Willingness to learn

## PROFESSIONAL EXPERIENCE

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### Museum of the City of New York

New York, NY

IT Technician

June 2022 – Present

- Troubleshoot hardware, software, network, and printing issues.
- Field incoming helpdesk requests and ad-hoc queries as first point of contact.
- Perform password resets and workstation management in Active Directory/Azure AD.
- Research and provide technical support and installation of software and hardware upgrades.
- Setup and breakdown of simple A/V equipment including microphone, sound board, webcams and projectors.

### Teachers College Columbia University

New York, NY

Media Technician Assistant

September 2021 – Present

- Provide classroom related technical support.
- Set-up video capturing and conferencing cameras, webcams, and microphones.
- Software Troubleshoot and resolve all classroom technical, video conference, and capturing issues.
- Maintain and replace classroom related hardware components and devices.
- Use ServiceNow ticketing system to assign/resolve any technical issues.

### Champions for Philanthropy, Inc.

New York, NY

Web and Digital Design Consultant

April 2021 – December 2021

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

### Champions for Philanthropy, Inc.

New York, NY

Operations Associate

January 2021 – April 2021

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

### Champions for Philanthropy, Inc.

New York, NY

Web Design Consultant

August 2020 – January 2021

- Continual updates and maintenance of multiple websites using Squarespace.
- Creating and updating 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.

## EDUCATION

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### John Jay College of Criminal Justice

New York, NY

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