

Richard Valencia

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EDUCATION

Florida State University, Tallahassee, FL

May 2021

Bachelor of Information Technology

GPA: 3.73

PROJECTS

Self-Teaching Language Project

March 2019

- Learning JavaScript via online tutorial service “Codecademy.com”

PROFESSIONAL EXPERIENCE

Lumentum LLC, Data Specialist Internship, Vero Beach, FL

June-August, 2016-2018

- Collected and researched approximately over 100 contacts’ information from various county positions
- Collected data of tax certificate sales and back taxes files via telephone and email
- Worked with Microsoft Excel
- Organized and presented monthly reports of my work to supervisors using PowerPoint
- Constructed 1 large Wiki page on Microsoft Teams
- Organized files on SharePoint and maintenance on Excel files
- Wrote 10 scripts for online tutorial videos

SKILLS

- Microsoft Suite
- HTML
- CSS
- Detail-Oriented Organization
- Superb Writing Skills
- Leadership Skills (Group Size: 12)

CAMPUS INVOLVEMENT

HackFSU 2019

October 2018-Present

- Assisted in Backend-Development (Database setup and implementing API)
- Reedited, redesigned and organized webpage and HTML code