



Xyra Arroyo

Counseling Center Assistant

xyaguilar77@gmail.com

Details

404-861-4843

Links

[LinkedIn](#)

[Github](#)

[Portfolio](#)

Skills

HTML/CSS/JavaScript



Bootstrap 4



Bulma



jQuery



Adobe Photoshop



Microsoft Office



Languages

English



Spanish



Sign Language



Profile

Aspiring Full Stack Web Developer and Psychologist with a desire to create, lead, assist, and learn more. Proficient in HTML, CSS, JavaScript and Node.js. with a deeper interest in Front-End Web Development, though not afraid to delve into the Back-End server side of development. Currently seeking work opportunities in web development that can enhance my skills as a developer. With my combined skills in technology and consistent history working with diverse groups of people, I would be a great asset to any workplace seeking to enhance the work environment.

Employment History

Jul 2019 — Present

McDonough

Counseling Center Assistant at ELCCC

- Organize client paperwork and flow of workplace
- Manage *Valant* database that contains confidential client information
- Prepare files for audits & archive
- Aiding & working with the insurance and billing department, supervisor and counselors

Apr 2016 — Jan 2020

Atlanta

Sales Associate at AmericasMart

- Assisting new clients and previous clientele
- Working within database to access client information
- Selling and modeling clothes for new and previous clientele

Mar 2019 — Jun 2020

Marietta

Account Executive at TTG

- Servicing existing clients and managing day-to-day affairs while ensuring customer satisfaction
- Sales to new customers while adding more clients into the agency to increase revenue and closing client accounts

Education

Jun 2020 — Present

Atlanta

Georgia Institute of Technology

Full Stack Web Development Certificate

Aug 2015 — May 2019

Atlanta

Georgia State University

Bachelors, Psychology