

Yaney Alvarado
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PROFILE

Highly-motivated, driven, disciplined, and determined individual seeking to obtain an entry-level position in the Tech Industry to maximize my knowledge in Web Development, and be able to grow as a team and individually.

SKILLS

- Bilingual (Fluent in English & Spanish)
- Proficient in Microsoft Office (Word, Excel, Teams, Outlook, and PowerPoint)
- Outstanding customer service
- Cold Calls
- Great communication
- Strategic planning and scheduling
- Critical thinking
- Detail-oriented
- Professionalism and strong work ethic
- Teamwork and collaboration
- Basic Understanding of GitHub, HTML, CSS, and JavaScript

EDUCATION

Freeport Highschool | Freeport, NY
Highschool Diploma

June 2019

University of Denver | Denver, CO
Web Development Coding Bootcamp Certificate

Anticipated Graduation: August 2023

WORK EXPERIENCE

Career Services Advisor - Lincoln College of Technology | Denver, CO **April 2022-Present**

- Build relationship with all students as well as advise and coach them
- Conduct workshops for students (resume building and interview tips)
- Coordinate employer visits, field trips, career fairs, and graduation
- Identify entry-level positions for students and graduates to better assist them in securing employment
- Meet placement goals on a monthly basis

Temporary Receptionist - Lincoln College of Technology | Denver, CO **March 2022-April 2022**

- Make appointments for all Career Services Advisors
- Navigate Campus Vue system
- Responded to all telephone inquiry and create job orders
- Completed Graduate Check-off Lists for students

Customer Service Representative - Delta Dental Co | Centennial, CO **April 2021-February 2022**

- Complaint resolution, making sure all of our callers were 100% satisfied by the end of the call
- Time Management and effective communication
- Being detail-oriented with all customers classified information

Sales Associate - T-Mobile, Wireless Vision | Aurora, CO **June 2020-December 2020**

- Managing cash deposits and register activities
- Build connections with current and new customers
- Focus on the customer by providing sales support
- Cold Calling and meeting monthly sales goals

Office Administrator/Supervisor- Brooks Tower Residence | Denver, CO

January 2020-March 2020

- Responsible for interviewing potential candidates
- Handled applications and new employee paperwork
- Responsible for managing staff's schedule
- Ordered weekly inventory
- Placing Work Orders for Maintenance Team

Waitress/Hostess - Imperial Diner, Inc. | Freeport, NY

November 2018-August 2019

- Effective communication and active listening
- Point-of-sales systems
- Food safety/Alcohol beverage regulation

Cashier- UltraSonic, Inc. Hand Carwash | Rockville Centre, NY

November 2017-December 2018

- Money Handling
- Trained new employees
- Handled selling monthly packages to new customers
- Ensured store was always clean and organized