**Yaney Alvarado**

**Denver, CO, 80239**

**(720) 980-0174 | alvyaney@gmail.com**

**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 *June 2019*

***Highschool Diploma***

University of Denver | Denver, CO *Anticipated Graduation: August 2023*

***Web Development Coding Bootcamp Certificate***

**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