

MILAGROS VERGARAY

43-05 61 Street, Apt C2, Woodside, NY 11377 Mobile: 917-279-3130 vergaray.milagros@gmail.com

OBJECTIVE: To obtain a Computer Networking or Programming position that will allow me to help a progressive organization meet and exceed its growing and constant networking and programming challenges.

EDUCATION

New York City College of Technology (City University of New York)
Bachelor of Technology, Computer System, Anticipated Graduation May 2015

Brooklyn, New York
Aug 2012-Present

Client/Server

Design of Graphic User Interfaces
Distributed Application Processing
Client/Server Technologies (VB)

Web Design

XML Data Representation
Web Services Architecture
Implementing Web Servers

Information Security

Computer Security
Fundamental Network Security
Advance Security Technology

LaGuardia Community College
Associate Degree, Computer Technology

Long Island City, New York
March 2007 – July 2012

RELEVANT COURSE PROJECTS

Database System: Created a database system individually for a video management using Visual Basic 2010 application.

Web Design: Creating web-pages using Kumodo

Security: Practicing with Cisco Packet Tracer.

EXPERIENCE

Emerald Isle Immigration Center **Woodside, New York**

Bilingual Receptionist (part-time)

January 2015 – Present

- Screen calls and provide initial immigration and social services & CHA information for busy non-profit immigrant services office in English and Spanish and schedule appointment.
- Provide general information regarding immigration and USCIS procedures over the phone and to walk-in clients and those with scheduled appointments.

Point Design Inc. **New York, New York**

Executive Assistant (part-time)

January 2011-Present

- Organizing and maintaining files and records.
- Enter and manage Accounts Receivables and Accounts Payable in QuickBooks in a timely and accurate manner.
- Process, mail and track invoices and payments.

Peruvian Folklore Dance Mosaicos del Peru **Queens, New York**

Public Relations (PR)

November 2009 – November 2011

- Planning, developing and implementing PR strategies for events.
- Researching, writing and distributing press releases to targeted media.
- Organizing events including press conferences, exhibitions, and performance day.
- Maintaining and updating information on the organization's website.

FOREIGN LANGUAGES Fluent in Spanish

REFERENCES:

Juan Ecurra
917-584-8812
JE Craftman, Inc.
New York, New York