MILAGROS VERGARAY

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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) Brooklyn, New York
Bachelor of Technology, Computer System, Anticipated Graduation May 2015 Aug 2012-Present

Client/Server	Web Design	Information Security
Design of Graphic User Interfaces	XML Data Representation	Computer Security
Distributed Application Processing	Web Services Architecture	Fundamental Network Security
Client/Server Technologies (VB)	Implementing Web Servers	Advance Security Technology

LaGuardia Community College Long Island City, New York
Associate Degree, Computer Technology 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