VANESSA TORRES

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Online Resume

Summary

Front-end web developer and **senior programmer** with experience in HTML5/CSS3, Javascript, JQuery, Bootstrap 3, AJAX, UX Basics, COBOL, SQL, Query/400, SQL/400. I also possess professional experience in corporate support and customer service; banking and finance; and information systems and accounting. I am bilingual.

Education

- Re:boot Front-End Development Bootcamp   April 2015 – June 2015
  HTML5/CSS3, Javascript, JQuery, Bootstrap 3, AJAX, UX Basics

- University of Puerto Rico   1989-1994
  B.S. in Business Administration with major in Computer Information Systems and Accounting

Work Experience

Genesis Healthcare, LLC –Riveriview, FL
- HR Specialist (2013 to April 2015)
- Maintenance of all HR files in compliance with Medicare Standards.
- Contacting applicants, scheduling interviews and completing all the process of hiring office and field employees.
- Follow up of all field employees credentials up to date (professional licenses, CPR cards, auto insurance, etc.).
- Background checks.
- Following the Administrator's work agenda.
- Preparing Marketing and company official communications.
- Verification of Nurses Notes' to be compliant with Medicare Standards.
- Answer phones and direct all incoming calls to appropriate party promptly and efficiently.
- Communicate and handle incoming and outgoing electronic communications on behalf of school staff.
- Payroll Preparation.

Fortis College – Tampa, FL

- Executive Administrative Assistant/ Enrollment Coordinator, (2011 – 2013)
- Communicate and handle incoming and outgoing electronic communications on behalf of school staff.
- Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Developing electronic procedures to substitute manual processes where collaboration was the more efficient way to accomplish department goals.
- Advanced knowledge of MS Office applications (Word, Excel, Power Point, Access, Outlook).

Hillsborough County Public Schools (Gibsonton Elementary)– Gibsonton, FL
Paraprofessional (ESE aide), (2008 to 2011)

- Teacher aide in different grade levels (pre-k to 5th grade)
- ESE aide. Supporting the teacher at different classroom with students with different behavioral conditions.
- Substitute Teacher

Amerilife – Lake Mary, FL
Apex Systems Consultant- Senior Programmer, (2007 to 2008)

- Interactive and batch programming changes for health insurance systems.
- CLP programming and report programming.
- Periodically modifications and enhancement to programs as requested by departments.

Metavante Banking Solutions – Lake Mary, FL
Consultis Inc. Consultant- Senior Programmer, (2006 to 2007)

- Participation in the implementation of changes for an upgrade of Banking software release in MVS and AS400 platforms (COBOL and DB2).
- Analysis, coding, testing and implementation of the new features of the software.
- Interactive processing, batch processing and reporting programs were coded or updated.
- CLP programming was developed or updated with the new programs for the daily batch procedures.
- Creation of new physical and logical files, display files, queries and reports.
- Conversion of COBOL mainframe programs to COBOL/400.

EVERTEC, Inc

- <u>Senior Programmer</u>**,** (1994 to 2006) as part of the Programming department (at a banking industry service company), worked at the Payment Processing group. The payments from bank customers were received through midrange computer AS/400, servers and a Tandem system. Payments were validated in the AS/400 before sending them to the mainframe system's end processing applications.
- Analysis, coding, testing and implementation of all the interfaces with mainframe applications.
- Submissions or remote job entry jobs (RJE) from AS/400 towards mainframe applications.
- Data communication interfaces coded using different protocols like TCP/IP, RJE, dial-up communications BSC, ASync. Client Access, TCP/IP Socket Programming.
- Participation of the contingency disaster recovery tests in our hot site in U.S. annually for the critical bank applications.
- Developed a complete system that allowed the bank receive utility payments from individuals in remote stations. The payments were transmitted via a dial up connection. Once in the our site the transactions were verified, balanced and sent to the application on mainframe that will transfer the funds to the utility company respectively and the transactions for that company were reformatted (in their requested lay-out) in a new file for them to post them in their own systems.

References upon request