

David Espinoza

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TECHNICAL SKILLS

| Languages | Tools | General |
|------------|-----------|-----------------------|
| HTML5 | ReactJS | Git |
| CSS3 | Sass/SCSS | Terminal |
| JavaScript | jQuery | Responsive Web Design |

PROFESSIONAL EXPERIENCE

The Iron Yard – Dallas, TX

Mar. 2017 – Jun. 2017

Front-End Engineering Student

- Completed The Iron Yard's 12-week coding bootcamp
- Established a strong foundation in front-end engineering, with a focus on HTML5, CSS3, JavaScript and ReactJS
- Participated in group projects to emulate work environments
- Developed Yodel, a full-stack app that allows users to look up restaurants and save them in a database with personal notes
 - Front-End Technologies: HTML5, CSS3 and JavaScript (ReactJS)
 - Back-End Technologies: Express, Passport and MongoDB
- Developed "Find the Cat Burger," a front-end point-and-click adventure app
 - Front-End Technologies: HTML5, CSS3 and JavaScript

Independent Contractor – North Richland Hills, TX

Aug. 2015 – Present

Virtual Assistant

- Assist clients with scheduling and other communications via a remote environment
- Handle research, transcription, accounting, reservations, and other requests per clients' needs

Roy E. Lozano Campaign – North Richland Hills, TX

Jan. 2016 – Nov. 2016

Campaign Manager

- Represented candidate at various community events
- Scheduled meetings for candidate with local leaders and government officials
- Designed graphical materials
- Created contact database for potential voters and volunteers
- Assisted with website management and content creation
- Helped organize blockwalks by isolating prospective neighborhoods

Zirtual – Remote

Jun. 2015 – Aug. 2015

Virtual Assistant

- Assisted clients with scheduling and other communications via a remote environment
- Researched various topics per client request
- Worked in an virtual space with other employees

Hunter & Kalinke, Attorneys and Counselors at Law – Dallas, TX

Feb. 2012 – Apr. 2015

Legal Assistant

May 2012 – Apr. 2015

- Assisted clients throughout the various phases of their cases
- Communicated with medical providers for clients' account information and reductions
- Worked with auto insurance companies for recorded statements, property damage issues and case settlement
- Maintained clients' physical and electronic case files
- Responsible for initial interviews with potential new clients
- Assisted office with technological difficulties on computers and copiers/fax machines
- Designed mass mailers for distribution amongst former clients

- Receptionist* Feb. 2012 – May 2012
- Responsible for answering and directing incoming phone calls
 - Received, scanned, distributed and filed incoming documents
- Walmart** – North Richland Hills, TX Jul. 2011 – Feb. 2012
Dry Food/General Merchandise Overnight Stocker
- Responsible for stocking merchandise in assigned departments
- State of Minnesota - Chicano Latino Affairs Council** – Saint Paul, MN Feb. 2010 – May 2011
Research Analyst Oct. 2010 – May 2011
- Responsible for bill tracking, attending legislative hearings, and drafting legislative analyses and reports
 - Prepared key documents for legislative and community affairs, email notices to legislators and community leaders, and summaries and talking points on legislation and research findings
 - Assisted staff with translation into English and editing documents
 - Prepared presentations and documents for agency committee meetings
 - Responsible for maintaining and updating agency’s webpage, sending out mass emails to announce events and agency updates, and technological assistance to staff
 - Supervised student intern
- Communications Specialist* Jun. 2010 – Sep. 2010
- Assisted Executive Director in community engagement activities
 - Responsible for maintaining and updating agency’s webpage
- Community and Research Fellow* Feb. 2010 – May 2010
- Assisted in Census 2010 initiative to increase Latino turnout rate
 - Artist Documentary Project – summarized and analyzed community survey results

EDUCATION

- The Iron Yard** – Dallas, TX Certificate, June 2017
 Front-End Engineering
- Macalester College** – Saint Paul, MN May 2010
 B.A., Political Science and Music; minor in Japanese

OTHER SKILLS

- Additional Languages: Fluent in Spanish, conversational in Japanese