Johanna Ortiz
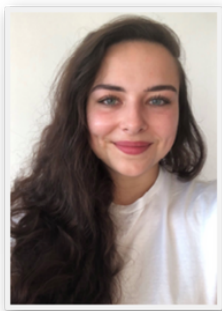## Intern / Junior Front End Developer

CONTACT

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✉️ jotz@outlook.fr

in johanna-victoria-ortiz

🌐 https://github.com/Joha-coding

EDUCATION

Oct 2023 - Now
SheCodes
Certification - Front End Developer

Sept 2021 - June 2022
Degree- Administrative Assistant.

2014-2020
INU Champollion – Rodez (France)
Bachelor L.E.A English/Spanish

Sept–Nov 2017
UAL – Almería (Spain)
Erasmus Program

2014
Lycée Monteil – Rodez (France)
Baccalauréat

PROFESSIONAL BACKGROUND

Amazon (Barcelona, Spain) May 2020 - Now

Operations Manager - August 2021 - Now
Risk Manager - September 2021 - August 2021
Investigation Specialist - May 2020 - September 2021

- Responsible to enable a team of 16 people to meet/exceed the Key Performance Indicators (KPIs), lead them towards common vision/goal.
- Work on Diversity, Equity and Inclusion (DEI) company's culture.
- Data analysis, Program improvement, deep dive, team organization based on Leadership Principles and DEI Culture.
- Risk Management and Quality Audit.
- HTML, CSS used for development of an internal platform.

Languages : English, French and Spanish, HTML/CSS.

The Hipstel (Barcelona, Spain) September 2019 - April 2020

Trilingual Receptionist and Assistant

- Reception of customers, booking, planning and management, sales, billing and payment, collection and dispute management.
- Office and Executive management : Schedule managements, internal meetings and organization on behalf of director.

Languages : English, Spanish and French.

Go&Live Group (Rodez, France) 2016 - 2019

Bilingual administrative assistant. American Village - April to August 2019
Data entry clerk and linguistic trip chaperone . CLC - June to August 2017
Data entry clerk and travel organizer CLC - June to August 2016

- Collaboration with international internal and external stakeholders for the creation and organization of the stays (accommodation, activities, staff, travel, etc.)
- Administrative follow-up, telephone switchboard, assistance in the creation of travels.
- Contact and job interviews.
- Update of the database, assistance to the Chaperones Service and collaboration with sales representatives from Great Britain and Spain.
- HTML, CSS used for development of an internal platform and a weekly newsletter.

Languages: English, French, Spanish.

KNOWLEDGE AND SKILLS

CERTIFICATIONS :

- 2023,2024 : SheCodes certified of Advanced Responsive Web Development, Introduction to Artificial Intelligence.
- 2023 : 4 certifications in 2023 on Diversity, Equity, Inclusion (DEI) field.

TOOLS AND TECHNOLOGIES

CODING ESSENTIALS :
- HTML
- CSS
- JavaScript

FRAMEWORK:
- Bootstrap
- React.js

DESIGN:
- Figma
- Canva
- Photoshop

EXTRA:
- Git
- Github
- Visual Studio Code
- MediaQuery
- Libraries
- Microsoft Office

SKILLS:

- Inclusive designs, User Interfaces and User Experiences,
- Problem solving,
- Prioritization and time management,
- Leadership,
- Languages : Verbal and written communication (French, English, Spanish),
- Programming languages,
- Relationship management,