

Christian Tavaréz

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KEY SKILLS

- Programming: C++, Python, MySQL, HTML/CSS
- Languages: Spanish (Fluent) and French (Beginner)
- Content Management Systems: Squarespace, WIX, Weebly, AWeber
- Operating Systems: macOS, Windows, Linux
- MS Office (Excel, PowerPoint, Word, Outlook), Google Suite
- Social Media: Instagram, Facebook, Snapchat, Twitter, YouTube
- Active Directory (Intermediate)
- Willingness to learn

PROFESSIONAL EXPERIENCE

Museum of the City of New York

New York, NY

IT Technician

June 2022 – Present

- Troubleshoot hardware, software, network, and printing issues.
- Field incoming helpdesk requests and ad-hoc queries as first point of contact.
- Perform password resets and workstation management in Active Directory/Azure AD.
- Research and provide technical support and installation of software and hardware upgrades.
- Setup and breakdown of simple A/V equipment including microphone, sound board, webcams and projectors.

Teachers College Columbia University

New York, NY

Media Technician Assistant

September 2021 – June 2022

- Provide classroom related technical support.
- Set-up video capturing and conferencing cameras, webcams, and microphones.
- Software Troubleshoot and resolve all classroom technical, video conference, and capturing issues.
- Maintain and replace classroom related hardware components and devices.
- Use ServiceNow ticketing system to assign/resolve any technical issues.

Champions for Philanthropy, Inc.

New York, NY

Web and Digital Design Consultant

April 2021 – December 2021

- Use HTML/CSS to design a countdown timer for the company's website.
- Develop email automations for sign up forms using AWeber.
- Editing videos to include preselected music, interviews, sound clips, graphics, and effects.
- Design microsites and registrations forms for live events using Squarespace and Splashthat.

Champions for Philanthropy, Inc.

New York, NY

Operations Associate

January 2021 – April 2021

- Oversee many essential functions from office operations to event logistics.
- Creating and managing Zoom webinars for live events.
- Complete clerical and administrative tasks.
- Oversee online payments and subscriptions.
- Manage 5 social media platforms (designing, posting, captions, analytics).
- Monitor and manage company and clients email accounts using Google email.

Champions for Philanthropy, Inc.

New York, NY

Web Design Consultant

August 2020 – January 2021

- Continual updates and maintenance of multiple websites using Squarespace.
- Creating and updating web pages for the company and their clients.
- Design event forms on Canva and Splashthat.
- Upload and edit the company's social media content, YouTube videos, and live streams using iMovie.

EDUCATION

John Jay College of Criminal Justice

New York, NY

Bachelor of Science in Computer Science and Information Security (May 2020)