

# Javier Bravo

Highly dedicated and resourceful MIS student (Graduation date - May 2020) with demonstrated leadership and technical capabilities. Driven and self-motivated professional with a strong work ethic, attention to detail, excellent communication and customer service skills.

## Personal Info

### Address

4801 NW 2nd Ave, Apt 102,  
Boca Raton, FL 33431

### Phone

787-450-8518

### E-mail

jbravo2016@fau.edu

## Technical Skills

Java

Powershell

SQL

HTML

## Software

Microsoft Azure

Windows Powershell

Microsoft Office

WordPress

NetBeans

## Conferences

### Mar 2019

AIPAC Washington D.C. Conference

### Mar 2017

SROW (Orientation Leaders) Regional Conference, Georgia Southern University

## Additional Experience

Vice President for Amateur Radio Club

Public Relations & Bylaws Chair for Kappa Sigma Fraternity

FAU Leadership and Diversity training

Basketball Coach

Chess Coach

## Languages

Spanish - Fluent

English - Fluent

## Education

Aug 2016 -  
May 2020

### Florida Atlantic University, BBA - Major in Management Information Systems with a concentration in Information Security

#### Relevant Coursework

- Computer Science & Software Development, Database Systems Management, Information Systems Management, Computer Forensics, Information Systems Security, Advanced Systems Analysis & Design

## Experience

Feb 2020 -  
present

### IT Intern

*Emphasys Software*

- Working with the IT team in maintaining hardware, software, and other systems.
- Assisting with troubleshooting issues and providing technical support.
- Inventory management which includes inputting assets into FAME's inventory system, organizing and maintaining those IT resources.
- Preparing new machines to ensure they are ready for deployment.
- Utilizing Azure to create Virtual Machines and Virtual Networks for our Development and Quality Assurance teams.
- Lending IT support in areas such as cybersecurity, programming, analytics, and data center management.

Aug 2019 -  
Feb 2020

### Physical Education Teacher

*Torah Academy of Boca Raton*

- Planned and executed recreational activities for middle school students.
- Responsible for extracurricular activities including chess lessons, low-impact physical exercise, and more.

Jun 2018 -  
May 2019

### Resident Assistant

*Florida Atlantic University, Department of Housing and Residential Life*

- Fostered community belonging and engagement by holding weekly floor meetings, one-on-one's with students and coordinating special events.
- Empowered and educated students to resolve and mediate low-level conflicts on their own. Mediated conflicts among residents as they arise.
- Executed administrative functions including student check-in/out, safety checks, roommate agreements and other administrative protocols.

May 2018 -  
Aug 2018

### Ways and Means Chair

*Florida Atlantic University, House of Representatives | Student Government*

- As Chair of the Ways and Means Committee my job ensured the sound expenditure of Activity and Service (A&S) Fees allocated to the accounts on the Boca Raton Campus, the committee overviews legislation and reports to the House.

Jan 2017 -  
Jan 2018

### Orientation Leader

*Florida Atlantic University, Department of New Student Orientation*

- Assisted in the implementation of orientation programs for new and transfer students and their parents.
- Facilitated and lead group discussions with first year students.
- Guided tours of first year students and parents.

Aug 2017 -  
Sep 2018

### Marketing Intern

*Florida Atlantic University, Athletics*

- Assisted with the creation and implementation of Game day promotions and in-game sponsorship's.
- Provided exceptional customer service to all fans.