Tanya **Charan**

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OBJECTIVE

Obtain an internship to gain workplace skills and explore a career in the field of science and technology.

EDUCATION

Junior| Seminole High School

2016 – 2020

International Baccalaureate Program
Academic Honor Roll Student

EXPERIENCE

Intern | Seminole County Public Schools ePathways

AUG 2018 – DEC 2018

Created graphics, logos, and course material for iChallenge 2 course for middle school students. Worked with peers to construct course pages and create educational videos. Used certification experience to train peers.

Volunteer | Seminole County Public Library

2018 – PRESENT

Shelved books, organized paperwork, managed holds list, met and greeted library customers, assisted with library events, maintained library displays, promoted library service in the community.

Freelance Web Designer | Inspire Web Design

2018 – PRESENT

Co-founded a start-up Web Design Company with colleague. Responsibilities included outreach to clients, coordination of events, communication, website wireframes, and basic coding. Contacted local businesses, such as "Maya's Books and Music" and "Sanford History Museum" with proposals, and discussed logo creation, wireframes, and website plans.

Volunteer | Hindu Society of Central Florida

2015 – PRESENT

Worked with a team to make and package meals for the homeless in Orlando, Florida.

INDUSTRY CERTIFICATIONS AND SKILLS

- Adobe Certified Associate Web Design Specialist
- Adobe Photoshop CC Certification
- IC3 Digital Literacy Certification
- Microsoft Office Word 2013 Certification
- Microsoft Office PowerPoint 2013 Certification
- Microsoft Office Excel 2013 Certification
- Adobe Dreamweaver CC Certification
- Adobe Animate CC Certification
- Certified Internet Web Professional Site Development Associate
- Adobe Certified Associate Visual Design Specialist
- CIW Internet Business Associate
- Outgoing and a good listener
- Excellent organizational and communicational skills
- Hand code in HTML 5, CSS 3, and JavaScript
- Skilled in Graphic Design and Advertising

ACTIVITIES

- Girls Who Code Student Ambassador
- Seminole High School Debate Club Secretary
- Science National Honor Society STEM powerment Representative
- Business Professionals of America
- Technology Student Association Reporter
- Blogger
- Freelance journalist
- Student Writer for Heathrow Living Magazine
- Guitarist