

# Sonia Feroso

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## Education:

### Terra State Community College

Associate of Applied Science in Digital Arts, 3-D Animation,  
Web Design

**Fremont, OH**  
Graduation Date: Fall 2015  
GPA 3.40

- Rotary Club Students of the Month for October 2014
- Phi Theta Kappa Honor Society Member
- Dean's List
- Logo Designer Winner (Sandusky County Positive People - 04/19/2015)

### Centura College On-line

Computer Network Management, Associate of Occupational Science Degree

**Virginia Beach, VA**  
Graduated 2010  
GPA 3.64

- Graduated Cum laude
- Dean's List
- Honor Roll
- National Technical Honor Society

## Related Coursework:

- Microsoft Office System 2013
- Troubleshoot Windows XP/7/8/Mac
- Install /Uninstall Software
- Remove/Replace Hardware
- Re-image computers
- Notepad ++
- Photography
- Adobe CS6 Programs
  - Dreamweaver
  - Photoshop
  - Illustrator
  - Premiere Pro
  - After Effects
  - Flash Builder
- Autodesk 3Ds Max 201

## Work Experience:

### Terra State Community College

#### Co-op Work Study - Web Editor

- Edited my.terra.edu using web page editor Notepad ++
- Create new web pages using Dreamweaver CS6

**Fremont, OH**  
06/2014 - 4/2015

#### Advanced Micro-Lab Technician

- Assist the IT department with troubleshooting, installing hardware, and software
- Maintain a running operation of computers, laptops, smart boards, printers, and cameras for students, faculty, and staff members within Terra State Community College
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**Fremont, OH**  
6/2014 - 12/2014

### Terra State Community College

#### Micro-Lab Technician

- Assist Students with Computer Problems
- Assist student with Microsoft Office 2013
- Maintain Computers in Labs/Classrooms

**Fremont, OH**  
08/2013 - 6/2014

#### Technology Infrastructure Student Assistant Administrator

- Assist the Director and Assistant Director of Information Technologies
- Maintain organization of Software/Store Room/ In-Store Supplies
- Organized file cabinets
- Assist with CAMS Program

**Fremont, OH**  
12/2013 - 05/2015

## **Work Experience: (continued)**

### **Technology Infrastructure Student Assistant Administrator**

**Fremont, OH**

01/2014 - 05/2015

- Kept track of printer ink cartridges for Classrooms/Labs
- Created MLT Duty Handbook/Open Lab Time Schedules
- Created informative Signs/Posters for display throughout the college

### **Marilyn's Lifelong Educational Center**

**Findlay, OH**

12/2005 - 6/2007

#### **Childcare Supervisor**

- Supervised children ages ranging from 6 weeks to three years
- Answered telephone, directed calls, and promptly took messages and diligently filed documents
- Created informative newsletters for parents and staff using MS Publisher and MS Word
- Visited the elderly within each department with the babies on Go-Buggies

### **Family Development, WSOS CAC, INC. New Directions Summer**

**Fremont, OH**

06/2003 - 9/2005

#### **/After-School Program**

#### **Recreational Aide/Site Supervisor**

- Supervised students (Pre-K thru 5th) and staff members
- Assisted and tutored students with homework assignments
- Coordinated and developed weekly office schedules and classroom schedules and students daily lesson plans, arranged daily recreational activities for students, and organized monthly field trips for students, families, and staff

### **Sandusky County Department of Public Health (WIC Program)**

**Fremont, OH**

10/2001 - 5/2003

#### **Bilingual Front Desk Clerk**

- Interpreted for Spanish speaking participants
- Printed and distributed WIC food coupons, and applied basic bookkeeping principles using the Excel program
- Filed and organized patient records
- Received and Distributed all mail within the Health Department, maintained daily records of WIC Program activities and/or client visits using Prophet Contact Manager

## **Special Skills**

Bilingual - English and Spanish

### **Logo Designer Winner:**

Sandusky County Positive People

04/19/2015