

VALERIE NOVA

Portland, OR • (603) 341-4036 • valerie@valerienova.com

Skills

Software/Technology

Git, Linux, Windows, Microsoft Visual Studio, Microsoft Office

Coding/Development

Javascript, HTML/CSS, Python, C#, Django, .Net, SQL, Node.js, VisualBasic

General/Retail

Notarization, Customer Service, Operating Cash Register, Sales, Problem Solving, Copying/Printing, Packing and Package Handling

Experience

Senior Associate / Public Notary

Jun 2023 - Present

The UPS Store, Portland OR

- Oversaw daily store operations, ensuring seamless functionality and exceptional customer service.
- Provided notarization services for legal documents to meet customer needs efficiently and accurately.
- Delivered exceptional service by assisting customers with shipping and packaging requirements.
- Operated printing and copying equipment to fulfill customer requests.
- Managed and processed incoming mail and packages for mailbox holders, ensuring timely and accurate distribution.

Software Engineer Co-Op

May 2019 - Sep 2022

Imprivata, Waltham MA

- Utilized C# and Microsoft Visual Studio to integrate cloud functionalities into the company's internal EMR system, empowering the sales team to showcase enhanced cloud capabilities effectively.
- Collaborated closely with UX team to craft an iOS application using Objective-C and Swift, serving as a proof-of-concept to present to management, highlighting smartphone-based biometric authentication solutions tailored for hospital settings.

Programmer Intern

May 2018 - Sep 2018

Hydratec, Windham NH

- Designed and implemented a Python web server for a cloud-based help desk application, streamlining access to pertinent information for technicians and facilitating efficient updates within a centralized platform.

IT Intern

May 2017 - Sep 2017

Bosch Thermotechnology, Londonderry NH

- Automated data entry processes in Microsoft Excel utilizing VB Scripts, significantly reducing macro execution time from several minutes to mere seconds.
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Education

B.S. Computer Science

Sep 2016 - May 2020

University of Massachusetts — Amherst