

MAX THOMAS MANTO

W E B S I T E : W W W . M A X M A N T O . C O M

E M A I L : M E @ M A X M A N T O . C O M

EDUCATION

Post-baccalaureate study in Computer Science
The University of Houston, Main Campus
January 2015 – Present

Earned Bachelor of Arts, Mathematics: May 2013

The University of Texas at Austin
August 2009 - May 2013

SKILLS AND COURSEWORK

- Familiar with Object-Oriented Programming concepts; completed coursework focusing on C++ and Java.
- Experienced with web development languages and technologies including HTML, CSS, JavaScript, PHP, and MySQL. Able to develop static and dynamic websites using the LAMP stack.
- Conversationally fluent in Spanish.
- Proficient with a variety of customer service principles.
- Formally trained in concepts of workplace leadership, diversity, and inclusion.

WORK EXPERIENCE

Helen Greek Food and Wine, Houston, Texas
Server, July 2016 – Present

Byzantio Greek Taverna and Cafe, Houston, Texas
Server, December 2015 – July 2016

University of Houston LGBTQ Resource Center, Houston, Texas
Program Assistant, August 2015 – May 2016

- Planned the implementation of 15 different annual programs
- Organized volunteers and events and involving up to 80 people
- Maintained supplies necessary for resource center functions
- Received additional training in the form of university-organized seminars

Legal Access Plans, Houston, Texas
Member Service Specialist, July 2013 – August 2015

- Served as first point of contact for plan members to utilize benefits
 - Recorded details on various legal matters
 - Periodically followed-up with members to identify any issues
 - Followed escalation processes to resolve any problems
 - Assisted with various administrative tasks in other departments
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