

# Leonardo Smalls

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(607) 475-9049

## PROFILE

DevOps engineer with entry-level work experience, specializing in C# development. Knowledge of project management and technology backed by a bachelor's degree in computer science. Provides passion for software development, attention to detail, and strong time management skills.

## PROFESSIONAL EXPERIENCE

### Administrative Assistant

New Mexico Department of Health, Los Cruces, NM | May 2020 - Present

- Collaborate with other members of administrative staff to manage communications for a staff of 50+ employees
- Reach out to members of the community to conduct surveys and other health initiatives
- Support management with reviewing and improving training materials for new employees
- Complete data entry tasks using Google Sheets and prepare presentations using Microsoft PowerPoint

## EDUCATION

### Bachelor's Degree in Computer Science

New Mexico State University  
Los Cruces, New Mexico  
September 2017 - June 2021

## KEY SKILLS

- Data management
- Python
- C#