CECELIA MAURO

DATA SPECIALIST and AUTOMATION DEVELOPER

✉ cecelia.mauro@gmail.com
🌐 ceceliamauro.com
in linkedin.com/ceceliamauro
○ github.com/cece198

Experience

Data Specialist and Automation Developer -- Post Exterminating
March 2021 - present
• Manage 10,000+ values of pesticide data through cloud-based software, Google Sheets, for government review and analysis.
• Host weekly meetings with the Lead Supervisor about timeline reports and project updates.
• Provide a monthly audit of data accuracy that increased accuracy by 160% from years 2021 to 2022 and 2022 to 2023.

Web Developer -- Grymes Hill Consultants
June 2019 - June 2020
• Designed and built webpages for a woman-owned consulting firm using HTML, CSS, JavaScript in Visual Studio Code, content creation tool WordPress, WordPress management tools, and digital media to fit multiple user responsive mediums.
• Hosted daily meetings with the Principal Director, Graphic Designer, and the Development Team to discuss website designs, functionalities, analytics, and project timelines.

Marketing Data Specialist -- JAG-ONE Physical Therapy
February 2017 - January 2019
• Provided Customer Service by contacting physician offices to build relations
• Managed data from 20 physical therapy centers through Microsoft Excel to add, update, sort, and remove medical connections.
• Organized over 100 marketing mailings daily to physician offices in the New York Metropolitan Area, and increased marketing client list by 100%.

Projects

"Graphic Design" -- Richmond Home Inspection
May 2023
• Designed an advertisement containing a working QR code, list of offered services, and information about the founder to reach new clientele.

"Auto-Generating Data" -- Post Exterminating
August 2022 - January 2023
• Built systems of auto-generating data within cloud-based software using plug-ins Mail Merge and Label Maker that increased the efficiency rate of project completion.

EDUCATION

Macaulay Honors College at College of Staten Island
Bachelor of Science
Magna Cum Laude

AFFILIATIONS

Trident Masters Swim Team
U. S. Masters Swimming
2023, present

NCAA Division III & II Swimming
College of Staten Island
2017, 2018, 2019, 2020
Captain of the Men's and Women's Swimming Teams
• Lead daily practice warm ups
• Planned events such as Pasta Parties, Holiday Parties, Team outings, and Fundraisers
• Rallied the team before and during meets by leading cheers

Staten Island Triathlon
New York Triathlon Club
2019

TECHNICAL SKILLS

• Languages: Java, SQL, Microsoft VBA, SAS, HTML, CSS, JavaScript
• Frameworks: Bootstrap
• Tech: Microsoft Office Suite, Adobe Creative Suite, MySQL, WordPress

CERTIFICATIONS

Getting Started with SAS Programming
SAS & Coursera

"Event Slideshow" -- Kids Against Cancer

September 2021

• Created a slideshow for the Kids Against Cancer event celebrating children, parents, and supporting families.

"Automating Excel Data Entries" -- Post Exterminating

May 2021 - July 2021

• Coded automated methods of entering data into cloud-based software using the Microsoft VBA VLOOKUP() function that increased efficiency to meet tight deadlines and evolve the company from primitive to modern systems.