

résumé

You can view my projects, more information, and other things on my portfolio website: carmellollb.com.

experience

• February 2025 – Present

DESIGNER + PROGRAMMER

Andrews Automotive Services

I created a brand new website for the auto repair shop **Andrews Automotive Services** in Portland, Maine. I made the site completely from scratch and continue to manage it to this day.

• September 2024 – Present

STUDENT ASSISTANT

Disability Services Center – USM Portland

I work as a student assistant at the front desk in the **Disability Services Center at USM** in Portland, Maine and have since the start of this school year (my sophomore year of college). I manage various tasks like organizing exams, scanning exams, and watching the cameras for student exams taken in the DSC. In addition, I provide assistance and answer questions at the desk.

This position has helped bolster my office skills like organization and managing documents, as well as my multitasking, communication, and time management skills.

• September 2023 – May 2024

STUDENT ASSISTANT

Honors Center – USM Portland

I worked as a student assistant at the front desk in the **Honors Center at USM** in Portland, Maine this past school year (my freshman year of college). I managed various tasks like cleaning, organizing the room and the food and drink area, greeting and assisting people who entered the room, as well as

projects like setting up the furniture in the lounge and hanging posters around Luther Bonney Hall.

This position helped me even further better my communication, time management, and productivity skills.

• **Summer 2023**

SALES ASSOCIATE

Old Navy

I worked at **Old Navy** in South Portland, Maine for a summer job in 2023.

I learned my way around the store, how it operates, how to organize the clothing, and bettered my communication, time management, multitasking, and productivity skills.

This position also helped a lot with learning how to coordinate with a team to complete various tasks, like when we all had to work together to figure out how to adapt to new layouts of the stores when they would happen.

In addition, it helped me learn about marketing the products to customers, and how to pitch the different items in the store to people as well as the Old Navy credit cards and Rewards accounts.

• **2018 - Present**

DESIGNER+PROGRAMMER

WebShrink

WebShrink was designed by someone else originally, but its design was in dire need of change, and I began the process of mocking up, prototyping, and finally putting it all into action and rewriting the code of the website.

• **2017 - Present**

DESIGNER+PROGRAMMER

ISOBook

I created **ISOBook** in 2017 - and now it has had hundreds of thousands of views and it is one of the largest Windows OS installation (ISO) file libraries on the web.

I made mockups and prototypes of the new glassmorphic/neumorphic design for ISOBook using Figma. I created the site from scratch with HTML and CSS in 2017, and completely rebuilt the site from scratch in 2021 when I implemented the new glassmorphic/neumorphic design.

- **2016 - Present**
CoRecover + TMS Maine

DESIGNER+WEBSITE

BUILDER & MANAGER

+ IT MANAGER

CoRecover is a mental health practice in South Portland, Maine. I designed and built its website along with its sister site: for **TMS Maine**. I still manage both to this day.

In addition, I set up their computers, network, Active Directory domain, and patient onboarding system, and I continue to manage this and provide technical support to this day.

education

- **University of Southern Maine**

I am currently a junior at the **University of Southern Maine** in Gorham and Portland, Maine. I am majoring in Information Technology with an Honors minor and am expected to graduate in 2027.

- **Cape Elizabeth High School**

I graduated from **Cape Elizabeth High School** in Cape Elizabeth, Maine - with almost all A's and A+'s.

Some notable classes I was accepted into were Honors Geometry, Honors Algebra II, Honors Statistics, Honors Spanish IV Pre-AP, AP Spanish V, AP Computer Science, DE English Composition, as well as Digital Design II after finishing the initial Digital Design I course. In addition, I was a member of the Coding Club, Yearbook Club, as well as the National Honor Society.

hard skills

- UI/UX Design
- HTML+CSS Programming
- Information Technology
- Web Hosting, Domains, DNS

Specific Softwares: Photoshop, InDesign, Figma, Paint.NET, also Caspio (online database software)

soft skills

- Creativity
- Organization
- Problem-solving abilities
- Time management

Specific Softwares: Photoshop, InDesign, Figma, Paint.NET, also Caspio (online database software)

languages

- English (native)
- Spanish (some)
- Portuguese (a little)

other interests+ hobbies

- Piano (I create songs)
- Languages/Linguistics
- Fashion
- Weather (meteorology)
- Food/Food Critiquing
- Biking/Walking