

Juan Antonio Mendoza

CIS Programming Student · Freelance UX/SEO Specialist

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PROFESSIONAL SUMMARY

Computer Information Systems student pursuing a Programming degree at Schoolcraft College (Winter 2026), with plans to transfer to the University of Michigan-Dearborn in Fall 2026 to pursue a Bachelor of Science in Computer and Information Science. Dean's List recipient (Fall 2025). Proficient in C++, Python, and C# with practical project experience, complemented by UX/UI design expertise and AI-driven SEO strategies developed through freelance client work. Technical skills include Office 365 administration, Windows Group Policy configuration, PowerShell scripting, virtual machine deployment, and network troubleshooting across Windows 10/11 environments. Seeking internships or entry-level opportunities in software development, systems administration, and web development.

EXPERIENCE

Freelance UX/SEO Specialist

Aug 2025 – Present

Freelance · Remote

- Develop custom Invision Community websites integrated with AI-powered solutions to enhance functionality and user experience.
- Implement comprehensive SEO strategies utilizing Google Search Console for URL indexing, search ranking optimization, and website visibility improvements.
- Leverage AI tools to analyze and optimize on-site SEO elements including meta descriptions, content structure, and keyword targeting.
- Create engaging video content for social media platforms to drive brand awareness, increase organic reach, and attract new clients.
- Manage full project lifecycle from client consultation through deployment and ongoing maintenance.

Vendor Relations & Product Strategy

Feb 2023 – Mar 2025

HA Distribution · Dearborn, MI

- Identified and recommended new product opportunities aligned with market trends and consumer demand.
- Developed and executed strategies to boost sales and expand distribution within the retail sector.
- Collaborated with grocery store managers to design and implement impactful in-store promotional displays, enhancing product visibility and driving sales growth.
- Coordinated with HA Distribution's sales team to target key accounts and optimize product placement.

Receiving Clerk & Cashier Register

Aug 2019 – Feb 2023

Palace Supermarket · Westland, MI

- Processed accurate cash handling procedures, maintained balanced cash registers, and detailed transaction records.
- Operated hi-tech equipment to efficiently receive and unload stock shipments while performing manual verification of incoming orders against purchase documentation.
- Managed high-pressure receiving operations by simultaneously unloading trucks and conducting thorough order verification, identifying and documenting discrepancies immediately.
- Maintained organized and clean work areas during high-volume delivery periods to support efficient operations and inventory accuracy.

EDUCATION

Bachelor of Science in Computer and Information Science

University of Michigan-Dearborn

Fall 2026 (Planned Transfer)

Associate's Degree in Computer Programming

Schoolcraft College

Aug 2024 – May 2026 · GPA: 3.494 · ★ Dean's List — Fall 2025

Hands-on experience in C++, Python, and C# programming languages. Completed practical projects involving software development, system administration, and cybersecurity analysis including vulnerability assessment and threat detection. Proficient in Linux and Windows operating systems, managing virtual machines, configuring DNS settings, and administering Windows Group Policies. Experienced in Microsoft 365 database management, query design, and data structure planning. Skilled in IT administration tasks including system troubleshooting, network management, and security protocols.

PORTFOLIO

WEBSITE & PORTFOLIO
juanmendoza.me

TECHNICAL SKILLS

SYSTEMS & IT

Windows 10/11 Office 365

System Troubleshooting

OS Installation & Imaging

Active Directory Group Policy

Virtual Machines DNS Configuration

SCRIPTING & DEV

PowerShell Python Java C++

C# Lua Microsoft Access

HTML / CSS JavaScript

NETWORKING

TCP/IP DNS

Network Troubleshooting

WEB & SEO

Google Search Console UX/UI Design

SEO Optimization

KEY COURSEWORK

- ✓ System Administration
- ✓ Cybersecurity Analysis
- ✓ Database Management (Microsoft 365)
- ✓ Software Development
- ✓ Network Configuration

LANGUAGES

English Native

Spanish Conversational