

BENJAMIN T. GALLEGOS

469-556-7536 • ben.t.gallegos@gmail.com

LinkedIn: <https://www.linkedin.com/in/benjamin-gallegos/>

Portfolio Website: <https://bgallegosdev.com/> • GitHub: <https://github.com/bgallegosdev>

EXPERIENCE

Collin College - Educational Experience, Plano, TX

June 2023 - Current

Student - Web & Mobile Application Development Major

- Hands-on experience in software development, web design, and front-end web development projects.
- Languages & Technologies:
 - Web Technologies: HTML 5, CSS, JavaScript, WordPress, Elementor Page Builder
 - Design Tools & Core Concepts: UI/UX Principles, Responsive Design, Adobe Photoshop
 - Programming & Development: C++, Java, SQL, Data Structures & Algorithms

Key Project: Web Design for Ocean Pollution Website - Utilized modern web design and UI/UX best practices to create a responsive and visually appealing website highlighting oceanic pollution. Created detailed mockups and wireframes in Figma during the design process, then built the site using HTML, CSS, JavaScript, and other utility tools. Ensured accessibility and usability by following web standards and best practices.

Key Project: WordPress Portfolio Website – Designed and built a professional portfolio using WordPress and the Elementor page builder to showcase web design and development work. Optimized site layout, content, and design elements for responsiveness across various screen sizes, ensuring a consistent and user-friendly experience.

City of Richardson - Eisemann Center for the Performing Arts, Richardson, TX

March 2022 - Current

Patron Services Representative - (Civil Service Employee)

Transferred from Administrative Secretary to Patron Services.

- Front-of-house services include ticket sales, cash register operation, processing patron phone calls, and providing excellent customer service for a year-round professional performing arts center owned by a municipality.

Administrative Secretary I - (Civil Service Employee)

Performance review is written with "Exceeds Expectations" from the Executive Director.

- Successfully transitioned a city-wide accounting system changeover and implementation of a new payroll system.
- Accounts payable and receivable duties include invoice processing, contract and purchase order entry, collecting client event deposits and payout of event reconciliations balances, budget transfers/adjustments, processing purchase card reconciliations, and processing data entry in Tyler Munis accounting system.

Allen ISD Performing Arts Center, Allen, TX

February 2020 - February 2022

Secretary/Receptionist

Promoted by management to operate as a Banquet Coordinator and Facility Monitor for supplemental roles in the district.

- Clerical duties include budgeting and account management, creating requisitions for purchase orders, maintaining consistent payment of invoices, filing and organizing records for review, and answering phones for client services.

EDUCATION & AWARDS

Associates of Applied Science (Web & Mobile Development) • Collin College • Expected Graduation: Spring 2026

Bachelor of Fine Arts (Theatre Arts) • University of Houston • Graduation: Spring 2018/3.52 GPA (Cum Laude)

COR Leadership Academy Member • City of Richardson (Charles W. Eisemann Center) • 2023

Culture of Excellence Team Award • Allen ISD Performing Arts Center • 2020-2022

KEY SKILLS

Responsive & Accessible Web Design Experience • WordPress & Elementor Proficiency • Figma •
Web & Software Development Projects • Adobe Photoshop • Project Management •
Strong Communication Skills • Marketing Background • E-Newsletter Creation • MS Office & Google Suite •

Relevant Courses:

Interface Design (UI/UX) • Web Design • Web Authoring (Web-Based Content Management System - WordPress) •
Beginning Web Development (HTML/CSS) • Intermediate Web Development (JavaScript) • Fundamentals of Design •

REFERENCES

Available upon request.