

OBJECTIVE

IT Analyst position with Cisco Systems, Inc.

EDUCATION

California Polytechnic State University, San Luis Obispo
Bachelor of Science in Business Administration, December 2012
Concentration: **Information Systems**
Cumulative GPA: **3.35**

Information Systems Courses

| | |
|------------------------------------|-----------------------------|
| Programming with VB.NET | Business Data Structures |
| Database Systems in Business | Systems Analysis and Design |
| Systems Design and Implementation | Electronic Commerce |
| Data Communications and Networking | |

BUSINESS EXPERIENCE

Promotional Gallery, Inc., Trabuco Canyon, CA

Interim Manager

June 2011 – Present

- Reincarnation of Saddleback Signs Inc. dealing solely with bank marketing clientele.
- **Development of an e-commerce website** (In-Progress, Senior Project)
- Involved in all aspects of work – Order specification and entry, physical product production, ordering materials, invoicing and payment entry.
- Determined order specifications with clients entirely via phone and email.

Saddleback Signs, Inc., Lake Forest, CA

Shop Manager

Sept. 2009 – June 2011

- Involved in all aspects of work – From order entry with client, to fabrication and installation, materials ordering, site surveying, invoicing and payment entry, and job supervision.
- Regularly managed 20+ jobs at a time.
- Delegation of jobs and tasks.

LEADERSHIP/INVOLVEMENT

Cal Poly ISA, **Vice President**

- Facilitated weekly meetings, liaised with corporate recruiters, and coordinated guest speaker presentations

Cal Poly Week of Welcome (WOW), **Team Leadership**

- Completed an intensive 10 week leadership training program
- Led a group of 15 incoming students during a week of orientation programs
- Planned and implemented social, teambuilding, educational and awareness activities

TECHNICAL SKILLS

Programming: Visual Studio 2005 – VB.NET, Visual C# .NET, ASP.NET 2.0

Databases: Access, SQL, and SQL Server

Operating Systems: Windows XP, Windows Server 2003, Linux

Financial Software: QuickBooks

Graphics: Adobe Illustrator and Photoshop (and Corel equivalents)

MS Office: Word, Excel, Access, Project, PowerPoint, Visio

Web: HTML/XHTML, CSS

LANGUAGES

Fluent in Spanish

IS/IT INTERESTS

Security risk assessment and design

Network/system performance and reliability

Computer forensics and e-discovery