FIRST LAST

123 Main Street, City, CA 92345
(408) 555-1212 | first.last@gmail.com | https://www.linkedin.com/in/first-last

Technical Skills

- Troubleshooting
- Operating Systems; Windows, Windows Server, macOS, Linux, iOS, and Android
- Deployed and managed Virtual Machines in Windows Server and VirtualBox
- Network Protocols and Concepts (TCP/IP, UDP, VPN, DNS, NFS, etc.)
- Knowledgable of PC hardware
- Intermediate knowledge of Python, HTML, and JavaScript

Education and Certificates

B.S. in Business Administration, Concentration in MIS   **2021**
Some City State University   City, CA

CompTIA A+ Certification   **2023**

CompTIA Network+ (In Progress)   **Estimated Exam Dec 2023**

Experience

ABC Enterprises   **City, CA**
Office Manager   **July 2021 - March 2023**
- Successfully brought and kept overdue Accounts Payable from $180k to well under $20k
- Developed custom Python code to check Invoices for correct Sales Tax
- Frontline IT Support for office and manufacturing of 15 employees

Medical Device Company   **City, CA**
Machine Operator II   **August 2018 – July 2021**
- Set up and operated a production machine in accordance with established procedures
- Adjusted machine settings to complete batches and meet hourly production goals
- Maintained accurate batch records

Car Manufacturer / Contract Company   **City, CA**
Quality Inspector   **March 2018 – August 2018**
- Inspected parts for defects and out of specification
- Re-worked parts that were out of specification
- Lead group of 12 people to meet shift goals and keep main factory supplied with parts

Storage Area Networking Company   **City, CA**
SQA Test Engineer / SQA Manager   **July 2001 – Jan. 2005 / Jan. 2005 – Sept. 2009**
- Worked with major OEM customers to help reduce time of qualification cycles
- Identified defects in desktop application based on customer usage and knowledge of inner workings of the application
- Successfully managed multiple software projects each with different schedules
- Helped direct on-site and off-site Test Engineers towards completion of daily and project goals