

JOHN DOE MANAGER

✉ Johndoe@doe.com

My primary objective as Junior Project Manager is to facilitate the completion of a project while ensuring that standards and specifications are met in order to generate maximum investment returns. I will do this by implementing management techniques, appropriate control, risk management strategies, and conflict intervention in collaboration with my superiors and the managerial team. One of my goals includes constant effective communication. My five years of experience in business management has broadened my knowledge of project administration and improved my abilities to adapt with changing circumstances which is inevitable in any project. This being said, I am positive that I will provide a positive contribution to the company.

Skills

MANAGEMENT

Microsoft Office
Customer Service
Microsoft Excel
Management
Leadership
Project Management
Microsoft Word
PowerPoint
Strategic Planning
Research
CRM
Sales

COMPUTER

Data Mining
Assembly
Java
C++
C
Python
MIPS
Flex
R
Website Development
Database Management
Revision Management
Technical Support
Hardware troubleshooting
Networking troubleshooting
Technical Support

Education

New Mexico State University
Bachelors Computer Science 2016
Minors: Algorithm Theory, Software Development
Cumulative GPA of 3.18

Doña Ana Community College
Associate Business Occupations 2012
Cumulative GPA of 3.8

Employment

Taqueria Chavez Manager

Las Cruces, New Mexico
Jan 2010 to Current

- Maintained staff by training employees; maintaining a safe, secure, and legal work environment.
- Accomplished quarterly exceptions by planning, monitoring, and appraising job results.
- Reduced the Cost of Goods to a record low 20-27 percent rate by using data mining skills.
- Reduced the amount of merchandise and type of merchandise that the business needed by using Frequent Pattern Algorithms to reduce the merchandise orders.
- Maintained quality service by enforcing quality and customer service standards; analyzing and resolving quality and customer service problems; identifying trends; recommending system improvements.
- Achieved objectives by contributing information and recommendations to strategic plans and reviews; implemented production and quality service testing to ensure the quality of the merchandise was up to par.

Social Media Manager

Las Cruces, New Mexico
Jan 2014 to Current

- Develop and manage online marketing campaigns for Taqueria Chavez, effectively driving brand awareness, engagement and traffic to social media pages.
- Achieve a strong, visible social media presence and develop concepts with viral potential. Continuously monitor online public relations and ensure the success of client programs.
- Assess social media marketing strategies to determine rate of return. Identify and tap into new channels to optimize ROI and fuel revenue growth.

Volt

Las Cruces, New Mexico
Jul 2015 to Dec 2015

IT Technical Support

- Responsible for diagnosing, testing and repairing Apple Computer Systems and Mobile Devices following Apple Computer Repair Procedures.
- Diagnose and repair hardware issues, completely built computers troubleshoot technical issues, and install software applications.
- Provided thorough support and problem resolution for customers.
- Maintain composure and patience in face of difficult customer situations.
- Built and maintained successful relationship with service providers, dealers, and consumers.
- Train new employees and explain protocol clearly and efficiently.
- Assist management with ensuring new employees were following Apple Policy.

Advanced Computer Repair

Las Cruces, New Mexico
Jan 2014 to Aug 2014

IT Technician

- Provided operational and technical support on multiple computer brands.
- Provided on-site computer repair services to small business and private customers.
- Diagnosed Software Issues, installed updates or new software, and removed malicious programs.
- Consulted with customers regarding technological needs as well as technical problems.
- Disassembled systems on-site to diagnose issues and make selected repairs.
- Implemented computer security measures.
- Took systems off-site as needed for major repairs/rebuilds.

Private Tutor

Las Cruces, New Mexico

Java/C/C++ Tutor

- Work closely with students majoring in Computer Science to increase comprehension and grades
- Each student served has experienced improvement in GPA
- Provided assistance to students with weak study areas
- Researched and recommended prudent textbooks and learning materials
- Maintained confidential student record
- Wrote individual tutoring plans in accordance to the individual needs of students
- Assisted students in acquiring better understanding of targeted weak areas within a subject or a subject as a whole

Projects

CodersCloud

The ability for a user to write their code, and manage their files directly from their web browser. Still a work in progress.

Business Plan

Expand family ran Taco-Truck into a full blown restaurant. The Business plan consisted of Marketing, business analysis, studying nearby competition, profit analysis.

Solar Tracker for Arduino

To track the Sun position based on the strongest amount of rays. If the input is equal it stays in the center, else it goes to the side with the strongest rays. If it's cloudy or night, it turns off.

Web Server

Made to get and read text files and output file content on the browser.

Blood Pressure Checker for Arduino

Calculates the diastolic and systolic

Arduino Temperature Tracker

Tracks the temperature.

Pokemon Battle Simulator

This is my first ever web based project. I built it because I'm trying to learn how to program in Javascript. I'm also trying to learn how to implement pokeapi into this project in order to make it more full scale. Still a work in progress.

Volunteering

Mesilla Valley Hospice · Community Volunteer