

# Christian Arruda

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## EDUCATION

<b>California State University, Northridge</b> , Northridge, CA	Anticipated May 2027
Bachelor of Science in Information Systems; Business Systems Concentration	
<b>Mohawk Valley Community College</b> , Rome, NY	May 2021
Associate of Applied Science in Business Administration	

## EXPERIENCE

<b>United Parcel Service</b> , Baldwin Park, CA	August 2024 - January 2025
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*PT Hub Supervisor*

- Coordinated with the management team to adjust workforce assignments and optimize workflow, ensuring timely completion of tasks
- Conducted daily safety observations, identifying and correcting unsafe behaviors while fostering employee development through ongoing feedback and coaching
- Conducted thorough pre-sort equipment inspections to ensure all machinery and tools were in optimal working condition, minimizing downtime and operational disruptions
- Tracked operational metrics hour by hour, analyzing performance against daily plans and making real-time adjustments to ensure goals and targets were met

<b>View Solutions</b> , Rancho Cucamonga, CA	December 2022 - August 2024
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*Manager's Assistant*

- Collected, processed, and packaged the orders and coordinated pick-ups with carriers to provide expedited deliveries
- Oversaw temp workers, reviewing warehouse safety procedures and executing set plan to ensure sea shipment is organized and stored appropriately
- Conducted stock counts and compared that information with the systems count to ensure stock accuracy
- Coordinated with overseas manufacturers to fulfill orders for out-of-stock products
- Received returned products and assessed for damage to determine if the item could be resold

<b>Walmart</b> , Oneida, NY   Upland, CA	May 2019 - December 2022
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*Digital Academy Trainer/Department Manager/Order Fulfillment Associate*

- Onboarded and trained new associates per company and departmental procedures
- Facilitated inventory transfers with third-party service providers to guarantee customer satisfaction
- Fulfilled high-volume online orders accurately and efficiently during peak seasons

## PROJECTS

### Discord Bot for Server Automation

*Python, JSON, Discord.py*

- Built a multi-feature Discord bot to manage birthdays, sports team preferences, and profiles using JSON-based storage
- Added automated birthday reminders and server-specific data handling

### Lab Projects - C++ & Excel

- Wrote C++ simulations for real-world logic (billing system, time tracking, etc.)
- Used Excel for data cleaning, formulas, and visualizing trends in academic assignments

## TECHNICAL SKILLS

- Python (JSON, scripting, file I/O, automation)
- Excel (VLOOKUP, pivot tables, data cleaning)
- VS Code, Git (beginner), Windows troubleshooting