

Jairo A. Chaidez

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EDUCATION

East Los Angeles College

Bachelor of Science in Information Technology

Anticipated Graduation: December 2022

RELEVANT COURSEWORK

- Intro to Computer Information Systems
- Intro to Statistics
- Communications
- Intro to Accounting

Technical Skills

Knowledgeable in computer hardware, Proficient in Word and Excel, Ability to learn new technology and systems quickly, Understanding of Ethernet and VPN, and Creating tickets to log technical issues.

EXPERIENCE

Los Angeles Election Office (Field Support Technician)

October 2020 - November 2020

Culver City, CA

- Fixed printer jams on the BMD where ballots were being printed and deposited.
- Synced the Epollpads to the cloud, where voters were able to register and get verified. In addition, assembled Epollpad stations.
- Created tickets in situations that prevented the voting process to halt and escalated the tickets to get the issues resolved in a timely manner.

FlashCo Manufacturing (Production Worker)

July 2019 - Current

Downey, CA

- Use specialized equipment, such as a soldering iron and welding machine to solder components together.
- Support and cooperate with other coworkers to achieve the desired goals of the program or department.
- Inspect own work to ensure placement accuracy and completeness of work performed.

JK Engineering Aerospace & Defense (QC Operator/Deburrer)

August 2018 – June 2019

Yorba Linda, CA

- Detected and reported defective materials or questionable conditions to the department supervisor.
- Experience using calipers and micrometer for checking dimensions.
- Experience using laser machines for labeling/engraving serial numbers in finished products

RadiaBeam (Machine Shop Helper)

March 2017 - August 2018

Santa Monica, CA

- Maintained the work area and equipment in a clean orderly condition and followed safety regulations.
- Performed typical machine shop operations to support the production and fabrication of metal parts.
- Kept automated machines full of lubricants and coolant.

McDonald's Franchise (Crew Member)

May 2015 – February 2017

Lynwood, CA

- Partnered with other Crew and Managers to meet target goals during shift.
- Maintain a fast speed of service, especially during rush time.
- Respond to guest questions, concerns and complaints and make sure they leave satisfied.

Superior Grocers (Cashier/ Sales Ambassador)

March 2012 - April 2015

Lynwood, CA

- Developed cooperative, team-oriented working relationships with owners and co-workers.
- Managed customer problems and complaints with tact and attention to prompt customer service.
- Effectively trained, motivated, and coached team members • Provided exceptional one-on-one customer service.

SKILLS

Bilingual: English and Spanish, Ability to Multitask, Good Communication Skills, Problem Solver, Strong Work Ethic