

Manuel Flores

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Objective

To obtain an entry-level Information Technology position at a respected organization and be able to expand my knowledge, training, and skills I've learned at Mt. San Antonio College and Cal Poly Pomona.

Education

B.S. DEGREE | IN PROGRESS | CALIFORNIA POLYTECHNIC UNIVERSITY POMONA

- Major: Business Administration; Computer Information Systems, Security

A.S. DEGREE | AUGUST 1, 2018 | MT. SAN ANTONIO COLLEGE

- Major: Computer Network Administration & Security Management
- Minor: Business Administration

Skills & Abilities

CERTIFICATES

- CompTIA A+ Certified (2019)
- CompTIA Network+ Certified (2021)
- CIS Professional Certificate in Telecommunications (2018) – Mt. San Antonio College
- CIS Professional Certificate in Networking (2018) – Mt. San Antonio College

COMMUNICATION

- Excellent listener: Listening is one of my best qualities, I believe listening is a crucial part of the communication process, rather it be between two people or a team
- Able to analyze, interpret and process important information effectively
- Speak clearly, I am also bilingual and speak spanish

LEADERSHIP

- Team player: Working as a team, we can achieve more goals and grow together as a whole
- Leading by example; Taking responsibility, being honest, positive, and respectful
- Willingness to learn, adapt, and learn new skills that will strengthen my knowledge and abilities

Work Experience

COSTCO WHOLESALE | 13111 PEYTON DR, CHINO HILLS, CALIFORNIA 91709

PHARMACY TECHNICIAN | JANUARY 2021 – PRESENT

- Customer Service; Order entries, prescription services
- Register operation for sales of prescriptions and miscellaneous items
- Receiving and processing orders from deliveries

PHOTO LAB TECHNICIAN | JUNE 2015 –DECEMBER 2020

- Customer Service; Order processing from online submissions
- Photo Printer services, maintenance; Computer trouble-shooting, services, and maintenance