

**Alexis Ortiz**  
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## **Objective**

Seeking an IT position, where I can utilize my diverse skill set and other attributes to build on, become a valued as-set of the Team, and contribute to the success and growth of both the organization and my career.

## **Summary of Qualifications**

- Bilingual
- Computer Software and Data entry knowledge
- Knowledge of proper customer care.
- Excellent analytical, organizational and com-munication skills.
- Proven ability to prioritize and handle multiple tasks in a challenging environment.
- Attention to Detail
- Independence
- Dependability
- Initiative
- Self –Controlled
- Loyalty
- Duty
- Respect
- Selfless-Service
- Honor
- Integrity
- Personal Courage

## **Education and Training**

- **United States Army Cyber Center of Excellence June 8, 2020-October 26, 2020**
  - Identify Network Security for an IT Network
  - Communicate System Security for a Host
  - Communicate Operational Security
  - Secure Windows 7 on a Network
  - Identify Network Security Fundamentals
  - Identify the Responsibility of a Help Desk Technician
  - Identify System Security for Network Vulnerabilities
  - Implement Cyber Security Vulnerability Alert Updates
  - Implement Anti-virus Client Software
- **Riverside City College                      Riverside, CA                      2011**  
HVAC, Welding, Basic electricity, Blue-Print reading, Intro to Automotive.
- **Diploma :Vista De Lago High Moreno Valley, CA                      2009**

## **Employment History**

<b>Dunn-Rite HVAC and Plumbing</b> HVAC technician	<b>Garden Grove, CA</b>	<b>September 2017-March 2018</b>
<b>Nissan Dealership</b> Service Porter, Detailing vehicles	<b>Riverside, CA</b>	<b>November 2016-2017</b>
<b>A&amp;A General Maintenance Inc.</b> Demolition, Minor Electrical, Plumbing, Soldering and Welding. Delivering materials for projects using sit-down Forklift. Major customer service interactions. Operate Power tools and other equipment.	<b>Southern California</b>	<b>March 2018-November 2018</b>