

Stacey James

Oakland, CA 94608

(510)717-0026

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Inventory Clerk - Samsara

San Francisco,CA / June 2021 - October 2021

- Inspect display monitors and hardware for damages while determining functionality.
- Package and label hardware for shipment.
- Data Entry
- Review and label images and videos using laptop provided.

Computer technician - Tech Exchange

Oakland, CA / February 2020 - December 2020

- Perform mass amount of data imaging from USB to computers.
- Software/Hardware troubleshoot.
- Disk wipe and clone multiple machines with given data source.
- Inspect and record specifications of computers.
- Record inventory and store using google spreadsheet.
- Disassemble computers and organize the disassembled hardware pieces for refurbishment.

Computer technician - Stride Center CompTIA A+ certification program -

Oakland,CA / March 2019-August 2019

- Received education of computer hardware and software and how to operate and maintain computer systems.
- Well understanding of network types,devices,and cables.
- Physically disassembled numerous desktop and laptop machines
- Created wireless local area network
- Collaborate with team of computer technicians to repair the computers of local residents.

Computer Technician - ProActive Business Solutions

Oakland,CA / April 2019 - June 2019

- Disconnect/Reconnect mass amount of relocated office computers and displays
- Inspect large amount of display monitors for damages and determine functionality
- Organize and create an inventory of hardware at each computer station.

Administrative Assistant - NIROGA YOGA INSTITUTE

Berkeley, CA / February 2016 - January 2017

- Speak Publicly at events such as donor events and yoga/psychiatry teacher trainings,info sessions
- Transcribe speeches and interviews and provide soundbites.
- Organize and store customer documentation.
- Data Entry
- Perform large amount of printing,scanning,and organizing

Administrative Assistant – Alameda County Family Justice Center

Oakland, CA / June 2014 - February 2015

- Data Entry for record keeping purposes, filed and organized patients records and information.
- Perform large amount of printing,scanning,and organizing patient documents.
- Occasionally front desk receptionist.
- Assist provide research information for Power point presentations.

Education

Graduated from Emiliano Zapata Street Academy High School in June 2014