

Nicholas Aceves

(909)548-5103 • Chino Hills, California • jnaceves00@gmail.com

EDUCATION

A.S. in Computer and Networking Technology

Mount San Antonio College | Walnut, California

August 2020 - Present

- Relevant coursework: Computer Information Systems, Microcomputer Application
- Studied Microsoft Office applications and Windows 10 Enterprise

Damien Catholic High School | La Verne, California

August 2014 - May 2018

- Enrolled in extracurricular IT courses such as Intro to Computer Science and Computer Game Development
- Studied Java Development and the basics of Windows and Linux Operating Systems

WORK EXPERIENCE

Fulfilment Center Associate

November 2019 - May 2020

Amazon | LGB3 Eastvale, California

- Responsible for packing items and organizing outgoing packages
- Worked under minimal supervision
- Assisted with inventory management

Office Assistant

February 2019 - September 2019

Hudson Rossmore Legal Allegations | Montclair, California

- Prepared and organized legal documents
- Communicate with clients over the phone scheduling appointments
- Maintain detailed notes used to properly communicate with my team regarding our daily assignments

Fulfilment Center Associate

September 2018 - February 2019

Amazon | DLA7 Chino, California

- Completed all work in accordance with all safety procedures
- Responsible for processing packages for delivery according to company policies and procedures
- Worked under minimal supervision
- TDR Certified (Trailer Dock Release)

SKILLS AND CERTIFICATIONS

CompTIA A+ Certification - Completed in June 2021

Microsoft Office Proficient - Word, Excel, Access, PowerPoint