

Kiel Ballesteros

Entry-Level IT

649 Angelina Way
Vallejo, CA 94589
707-656-1474
kballest01@gmail.com

EXPERIENCE

ATT, Vallejo, CA — Sales Consultant

October 2019 - July 2020

Develop and attain customer experience and sales objectives for the store. Sell all products and services offered by the Company. Meet all sales objectives. Handle all administrative aspects of the sale including: completing customer contracts and warranties, pulling products from inventory, accepting customer payments and filing the completed orders. Maintain strong knowledge of all products, accessories, pricing plans, promotions and service features.

ACTIVITY DIRECTOR, ORCHARD POST ACUTE CARE

June 2017 - September 2019

Planning, and implementing, and evaluates activities for nursing facility residents. Designs programs to encourage socialization, provide entertainment, relaxation, and fulfillment, and improve daily living skills. May also manage the facility's volunteer program. Manage subordinate staff in the day-to-day performance of their jobs. Ensures that project/department milestones/goals are met and adhering to approved budgets. Has full authority for personnel actions. Extensive knowledge of department processes.

EDUCATION

Solano Community College, Fairfield, CA — Management Information Systems.

August 2017 - Dec 2020

TECHNICAL SKILLS

HARDWARE

Assembly, maintenance, printers, computers, troubleshooting.

SOFTWARE

Installation, debugging, Windows OS, Google OS, MAC OS, Wordpress, Photoshop.

OPERATING SYSTEMS

Windows, Linux, Apple, Google, Samsung, HP

SECURITY

Maintenance, passwords, monitoring, backup management, cloud, recovery

General Skills

Communication

Problem Solving

Leadership

Teamwork

Attention to details

