Jayson Toruno

Las Vegas, NV 89123 ● (725) 777-8633 ● jaysontoruno@nevada.unr.edu

EDUCATION

Bachelor in Business – Information Systems   **May 2020**
University of Nevada, Reno – Reno, NV

SKILLS

- Fluent in English and Spanish
- Leadership experience in a variety of different environments
- Mastery in Microsoft Office Suite programs
- Have worked with HTML/HTML5, CSS, Python, C#, and Java programming languages in Windows, MacOS, and Linux operating systems

WORK EXPERIENCE

Information Technology Services/Tech Lead   **Jan 2018-May 2020**
Joe Crowley Student Union – Reno, NV

- Responsible for the operation, upkeep, and maintenance of technology used throughout the building
- Promoted to tech lead after 1 year, in charge of leading department of fellow student workers
- Duties include application support, troubleshooting, and hardware/software optimization
- Represented the University's most popular center in a professional manner, giving guests a positive impression of the campus as a whole

Cashier/Customer Service/Store Trainer   **August 2016-March 2020**
In-N-Out – Las Vegas/Reno, NV

- Maintained customer service of the highest quality during high-volume, fast-paced operations
- Administered cash operations and handled large deposits with proper procedures
- Fully trusted to train new and current employees and bring them up to the standard as the store trainer

PROFESSIONAL ORGANIZATIONS

Delta Sigma Pi   **2018-2020**
Webmaster - University of Nevada, Reno

- Directed and updated the website and internet operations for the Reno chapter of the largest professional business fraternity in the country

VOLUNTEER AND COMMUNITY ENGAGEMENT

Central of Victory Outreach   **2014-2018**
Volunteer Coordinator – Las Vegas, NV

- Managed large groups of 20+ members during community outreach programs