

## **SUMMARY OF QUALIFICATIONS**

- IT Support
- High School Graduated
- Able to work well in complex, fast-paced environments

## **RELEVANT SKILLS AND EXPERIENCE**

- Triage incoming phone calls
- Familiar with installation softwares, and diagnosis
- Skilled with filing MS Word, filing systems, and excel at keeping office technology running

## **Technical Skills**

- Data analyze
- Computer Technician
- Find solution for the technical troubles

## **EDUCATION**

- Computer Science: Collage of San Mateo, San Mateo, CA: Currently
- Clinical Medical Assistant: Sierra College Community Education 2019, Roseville, CA
- Certified Phlebotomist: Sierra College Community Education: Feb 2018, Roseville, CA

## **EMPLOYMENT HISTORY**

- Clinic Data Operator: Natera, San Carlos, CA,94070, 02/12/2019-11/20/2019
- Data Entry: Cokeva, Lincoln, CA. 02/2017- 8/2017
- Data Entry: Jondo, Roseville, CA 11/2016 - 01/2017