

Ruben Gomez-Rustrian

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Education

Associate Degree
Computer Information Systems
Santa Monica College, 1997

Strengths

Ability to develop new concepts and process self motivating qualities with leadership skills. Trained in the operation of IBM personal computers and peripherals. Experience in Network (Windows Server 2000, 2003, 2008, & 2012 Exchange 2003, 2008, 2010 & 2013 word processing, database management, spreadsheets for MS-Office 2000, 2003, 2007, 2010 & 365, Desk Manager, Auto Pal. QuickBooks, WINDOWS 95, 98, 2000, Me, XP, XP Pro, Vista and Windows 7, Windows 10, Positouch, Southware, RealTime, Logmein, Crystal Reports, MAS 90 & 200. Task oriented, independently productive worker with the proven ability to cooperate in team efforts. Business environment experience including. Excellent communication, organizational and interpersonal skills. Ability to work independently, detail oriented with effective time management skills. High ethical standards. Bilingual (Spanish)

Experience

December 2013 – Present: IT administrator/Purchasing – Urth Caffe Corporation - Responsible for maintaining company's website. Responsible for the menu and marketing printing, in charge of company's record retention and storage. Reconciling accounts receivable and payable. Assisting with monthly statement preparation. Trouble shooting computer systems, hardware, software, time clocks and POS systems. Ensuring the stability an integrity of in-house voice, data, and wireless network services. Installing and maintaining new restaurant technology, equipment, and infrastructure. Proactively monitoring and providing direct support to all system users. Keep merchandise and inventory organized. Purchase merchandise and call vendors with issues.

April 2013 – October 2013: Collections – Spectrum Funding LLC, Inglewood CA to collect money and credit approval for customers, run reports such as; sales and inventory reports, posting payments, Bank reconciliations, payment arrangements and charge backs. Skip Tracing, incoming and outgoing calls, customer service.

April 2009 – December 2012: Assistant Manager – Discount Finance Corporation, Sun Valley CA to collect money and credit approval for customers, run reports such as; credit reports, insurance reports, sales reports and inventory reports, posting payments, payment arrangements, Charge backs. To be in charge of the vehicle repossessions, Skip Tracer interact with customers - incoming and outgoing calls, loan funding and customer service.

March 2008 – March 2009: IT Manager – Peacock Cheese Distribution, Vernon, CA. Responsible to maintain the computer networking running properly, Active Directory, desktop help, create and remove new users, create sales reports and graphic labels for marketing.

July 2004 – March 2008: Network Technician - Smart Integration Technology, Los Angeles, CA. To install and run cables to new computer networks, to configure new computer network systems and DLS, to maintain computer the network system running properly, to run new software, to manage and coordinate people for different assignments.

October 1997 – August 2005: Information Systems - Cisco Brothers Corporation, Los Angeles, CA. Responsible to maintain the computers networking running, to create reports using the appropriate software, to delegate different assignments to various departments, so the information can flow properly in the systems. To train employees with the new accounting software (MAS 90 & 200).

Credit Manager – to collect money and credit approval for customer, to arrange payments for freights companies, cash receipts entry, g/l, account receivable entry, Charge backs, make phone calls to customers regarding their past due invoices as well as receiving.

Accounts Payable – to enter payables for payment schedules, to generate sales persons commission reports and garnishments calculation, wire transfers, filing.

Recommendation upon request