

Brandon I. Garcia

38 Echo Run, Irvine CA, 92614 | brandonigarcia116@gmail.com | Mobile: (619) 547-9208

EDUCATION

University of California, Irvine
Bachelor of Arts, International Studies | Spanish Minor
Exp. Graduation – March 2020

WORK EXPERIENCE

Beckman Laser Institute (BLI)

Nov. 2019 – Mar. 2020

Information Technology Assistant

- Assisted with migration of Microsoft Office 2016 to Office 365 of all the computers in the building. By creating a spreadsheet with the names of all the staff, we were able to assign a day to each staff and organize people in order of importance starting with the administrative office and lead doctors.
- Provided repairs of hardware, installation of software, and updates for both Macs and PCs.
- Maintained the building's server and network by updating to the latest firmware of our equipment and upgrading equipment as they become antiquated.
- Kept BLI's website up to date through WordPress, by adding/removing staff and adding/removing news and events

Voice of Refugees (VOR)

Feb. 2019 – Mar. 2020

Data Manager

- Managed data for all the refugees that come in to register to the organization's services through Zoho, a customer relationship manager.
- Created a system that coordinates the job coaches with the client refugees
- Created an attendance tracker in a website called *My Attendance Tracker* that would record participation of both refugees and volunteers to events and services offered by VOR. This information will later be used to show our sponsors where their money is being used.
- Created a handbook on how to use *My Attendance Tracker* through the lens of the administrator and the staff so we have a way to train people how to use this website.

Claire Trevor School of the Arts

Nov. 2016 – Nov. 2019

Freelance Theater Professional

- Investigated and resolved any problems with audio and video equipment, as well as the computers used to run projections and sound effects.
- Assisted with installation, maintenance, and troubleshooting computing equipment such as PC that could display images to 10 different screens simultaneously without damaging its graphic cards.
- Organized the inventory of audio and video equipment with labels, so it would be easily accessible by the staff and would be placed back in the same place it was grabbed from.
- Designed new storage for lighting equipment that improved capacity by 30%.

VOLUNTEER EXPERIENCE

Gracepoint Irvine Church

Sep. 2018 – Mar. 2020

Acts 2 Fellowship Student Council Member

- Guided and taught college student through AV setup at local events, explaining the technical aspect of it and the reason we use that equipment
- Reserved rooms on campus to have weekly meetings, which entails in knowing the deadlines for each reservation period and tracking the time and place things would take place through Google Docs and Sheets
- Spanish translator for a mission trip to Mexico, where I made interactions between our team and the local people possible and comfortable

SKILLS

- Fluent in Spanish
- Proficient in Microsoft Office Suite
- Proficient in Photoshop
- Photography with DSLR
- Computer Hardware
- Software Installation