Casey Galapon
Address: 3400 Poly Vista Pomona 91768
Phone: (310)-982-3859 | **Email:** ckgalapon@cpp.edu

Objective

To use the skills, I have acquired in volunteering and working to go above and beyond to complete tasks that are related to technology.

Education/ Skills/ Academic Projects

Education:
   School: California State Polytechnic University- Pomona
   Degree: (In Progress) Bachelor of Science: Computer Information Systems
   Expected Graduation: June 2020   **Class Standing:** Senior

Academic/ Freelancing Projects:
- **2019/2020- Website Designing-** sswu913.wixsite.com/wenwuacupuncture
  - Successfully created, designed, and researched all aspects of the website while adhering to the clients wants and needs. Connected and edited social media posts for their Facebook and Yelp pages.
- **2017- Networking Project-**
  - Successfully created virtual machines to install Untangle, Windows 10 OS, Windows 2016 server, and CentOS to host a Minecraft server through virtual machines.
- **2015- Scrum Master-** http://adelitaspizza.weebly.com/
  - Successfully headed a group of four people for a website creation project for a small pizza business by allocating tasks, making a schedule of deadlines, and creating the backlog of the entire project.

Work Experience/ Volunteering

October 2017-Present	**iDance and Fitness- Administrative Manager** • Managing POS systems and studio system, specifically troubleshooting Mac/Windows oriented computers/phones. Editing and creating content for social media and website. Providing editing for photos, videos, and posters to interact with customers online and in person. • Use Google, Wix, and social media analytics to find what users like to boost content and sales overall. • Scheduling employees for two studios and doing payroll for both employees and instructors. **iDance and Fitness- Administrative Assistant** • Greet clients, answer questions, and promote any discounts. • Maintain cleanliness of the dance studio and make sure everything is in working order.
April 2017-October 2017	**Stater Brothers Co. – Courtesy Clerk** • Bagging customers orders, running price checks, and helping with customer needs. • Multitasking between multiple check stands while being fast and efficient.