

# Carlos Roldan

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## Professional Summary

Friendly and enthusiastic Undergraduate Senior majoring in Computer Science with skills in computer systems. Ability to learn new tasks quickly and proficient in growing key customer relationships. Represent establishment in a friendly, professional manor at all times.

## Education

BACHELOR OF SCIENCE | PRESENT-JUNE 2021 | SAN FRANCISCO STATE UNIVERSITY

- Major: Computer Science
- Related coursework: System Administration, Software Engineering, Introduction to Database Systems, Internet Application Design and Development, Data Structures, Operating System Principles

## Skills & Abilities

- Active Learning
- Managing data
- Configure a Linux Apache or Windows IIS webserver to host a website in AWS
- Troubleshooting computer applications and networks
- Customer Service
- Installing and repairing hardware

## Experience

COURIER | UBER TECHNOLOGIES INC. | MAR 2019 – PRESENT

- Track and log expenses.
- Communicate effectively with clients in English or Spanish.
- Efficiently transport merchandise.
- Provide great customer service.

DRIVER | MUNCHERY.INC | JUN 2015 – JAN 2019

- Record information, such as items received, items delivered and log recipients' responses compliant with company privacy policies.
- Unload and sort items based on most efficient delivery route.
- Communicate with internal offices to confirm deliveries, collections, and instructions.

FELLOW | FAMILY IDEPENDENCE INITIATIVE NATIONAL | AUG 2013 – JUL 2014

- Train and assist clients with data entry.
- Lead discussion, tutorials, and laboratory sessions.
- Complete forms in compliance with organizations' policies.
- Maintain scheduling and event calendars.
- Schedule and confirm appointments with clients, customers, and supervisors.
- Manage projects and contribute to committee.