Ariel Reyes

714-463-0629 | reyesariel6847@gmail.com

EDUCATION

University of Utah, David Eccles School of Business — Salt Lake City, UT
Bachelor of Science, Information Systems — GPA 3.5, May 2020

SKILLS

- Python/Unix
- Windows/MacOS
- A/V Technical Support
- SQL
- HTML/CSS
- Fluent in Spanish

WORK EXPERIENCE

Career Ambassador — Salt Lake City, UT
University of Utah, Career and Professional Development Center. — August 2018-May 2020
- Conducted 20+ walk-in student appointments daily, advising students on resumes, cover letters, job search techniques, and career exploration to better prepare students for their future careers.
- Facilitated resume workshop for 10-40 students instructing them on resume writing techniques.
- Advertised Career Center's services to 50+ students by tabling on campus and increase outreach, resulting in greater student interaction with the office.

IT Internship — Anaheim, CA
Penhall Company — May 2019-August 2019
- Reimaged 10+ laptops daily for new users ensuring that computers had the proper software and privileges were installed for everyday use at Penhall.
- Collected data from all Penhall branches to ensure that the information on Active Directory was accurate.
- Connected users to printers in all 41 offices using windows remote desktop, allowing users to print out of any printer from any branch.

IT Support Internship — Palo Alto, CA
Abaqus, MyGeoTracking — May 2018-August 2018
- Resolved technical issues that customers were experiencing by providing detailed instructions online and over the phone to reduce their frustration.
- Conducted 20+ online video demos which allows business owners to identify their optimal model that best suits their business needs.
- Promoted MyGeoTracking to potential leads using salesforces and taking 10-20 calls daily to boost company clientele.

Computer Operator — Salt Lake City, UT
University of Utah, Teaching and Learning Technologies (TLT) — December 2016 – May 2018
- Assisted up to 20 faculty, staff and students daily with checking out A/V equipment.
- Ensured equipment was stocked by performing inventory checks daily for 120+ devices.
- Troubleshoot technical issues over the phone and at the front desk, including assistance with classroom technology, video cameras, and audio recorders. Teaching clients how to use the equipment properly.

COMMUNITY INVOLVEMENT

English Tutor — Salt Lake City, UT
Guadalupe School — January 2019-March 2020
- Taught students in groups of 2-3 on reading comprehension and basic writing skills with the goal of increasing their English proficiency.
- On call for substitution whenever another tutor is absent, as well as taking on additional students when needed, maintaining a consistent learning experience for students.

Volunteer(40 hours) — San Diego, CA
Bennion Center, Alternative Fall Break Service Project — October 2018
- Volunteered at multiple organizations in the San Diego area. With the purpose of learning about healthcare and educational access that immigrants and impoverished populations receive due to the political climate, socioeconomic status.