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## Oscar I. Silva

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<b>OBJECTIVE</b>	Night auditor with 4 years experience. Wishing to leverage my evaluating, updating, and problem solving skills to fill a position within your company.
<b>SUMMARY OF QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Strong customer service skills with 5+ years experience</li><li>• Excellent written and verbal communication skills</li><li>• Competent in Microsoft Office Suite</li></ul>
<b>SKILLS</b>	<ul style="list-style-type: none"><li>• Personal experience with building Desktop computers</li><li>• Familiar with accessing BIOS for troubleshooting or adjusting settings</li><li>• Competent with installing operating systems i.e., Windows and Ubuntu</li></ul>
<b>EXPERIENCE</b>	<p><b>Auditor/Concierge</b>, Alpine Inn, Anaheim, CA September 2015 to April 2020</p> <ul style="list-style-type: none"><li>• Assigned with auditing reservations, rates, and reports</li><li>• Ensured all reservations were processed correctly by staff and travel agents</li><li>• Eliminated guest check-in complications</li><li>• Troubleshoot hardware problems, i.e., printers, scanners, and hotel property management software</li></ul> <p><b>Lab Technician/ICP Analyst</b>, Associated Labs, Metals Department Orange, CA August 2014 to September 2015</p> <ul style="list-style-type: none"><li>• Analyze soil and water samples for metals as well as maintain ICP machine</li><li>• Sample turnout was achieved, each meeting SOP standards</li><li>• Data was given to clients within deadline, achieving customer satisfaction</li></ul> <p><b>Undergraduate Lab Researcher</b>, Cal State Fullerton, Biochemistry Department, Fullerton, CA June 2014 to August 2014</p> <ul style="list-style-type: none"><li>• Conducted biochemical research on enzymatic proteins</li><li>• Tagged specific proteins with radioactive isotopes</li><li>• Wrote and presented our collective work at Cal State Fullerton's symposium</li></ul>
<b>EDUCATION</b>	<p><b>Cypress Community College, Cypress, CA</b> Associate of Science, Computer Programming, December 2017</p> <p><b>Loara High School, Anaheim, CA</b> Diploma, General Studies, June 2010</p>
<b>ACTIVITIES</b>	<b>Studying to receive my CompTIA A+ Certification</b>