


## OBJECTIVE

To secure a challenging position within a respectable organization where I can expand my knowledge and skills, while making a significant contribution to the success of the company

## CONTACT

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 HERCULES, CA 94547

## EDUCATION

- **COMPTIA A+ CERTIFIED**

- **CALIFORNIA STATE UNIVERSITY, SACRAMENTO**  
B.S. in Business Administration  
(Management Information Systems) 2019

# JUNNEL COQUIA

## EXPERIENCE

### ASSOCIATE TO PROFESSIONALS

City and County of S.F. (P.U.C.) - San Francisco, CA  
2014 - 2017

- Worked with the Windows 10 OS and various peripherals while troubleshooting any technical problems I ran into
- Processed various accounting documents including field expense reports, travel/training reimbursements, invoices, cash receipts, etc.
- Performed data entry in FAMIS (Financial Accounting and Management Information System) and Microsoft Office programs
- Audited accounting documents for accuracy and completion
- Assumed the responsibilities of Accountants and Account Clerks when out of office

### ASSISTANT MANAGER / CUSTOMER SERVICE

Shiekh Shoes - Richmond, CA & Concord, CA  
2011 - 2015

- Managed the sales team along with all store transactions
- Delivered cash deposits to the bank as needed
- Achieved store's monthly sales goals
- Provided excellent customer service
- Maintained the store and stockroom

## SKILLS

- Fundamental knowledge in Java, Python, HTML, and CSS languages along with working from the command-line in Windows, Mac, and Linux operating systems
- Experience working with Windows, Mac, iOS, and Android devices
- Proficiency in various Microsoft Office applications (Word, Excel, PowerPoint, Outlook, etc.) and building websites through WordPress
- General understanding of hardware, software, network, database, and security functions
- Typing speed of 90 WPM