1355 Creekside Dr. #407

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| A. HENRIQUE SCOTT | |
| SKILLS | Expert in Microsoft Office Applications ▪ Microsoft 365 & Google Suite ▪ Windows Server 2019 (Installation, domain controller configuration & Active Directory) ▪ ADDS (users, organizational units, user groups, computers, printers, etc.) ▪ AWS, ORACLE, AZURE-(basis)▪ Expert Java, (GUI’s design) & MySQL databases ▪ Expert in Visual Basic for Applications (Macros), C++, HTML, JavaScript ▪ Web Design & Hosting & C-Panels (Phones & Computers) ▪ Data Migration ▪ VMWare Workstation ▪ Windows 8, 10, Mac OS ▪ Desktop, Mac & phone setups ▪ SolarWinds ▪ AutoCAD ▪ Fluid in Spanish & Portuguese |

WORK HISTORY

**KSF Fitness**

**IT & Technology Specialist**

▪ Designed and host business websites and emails ▪ Implementation of technology (internet, phone, camaras, software, lightning, logos, etc.) ▪ Videos creation & editions for promotions & advertising (FCPX) ▪ Help desk (MS office, MS 365, computer repair & maintenance) ▪ Remote assistance (solar winds & TeamViewer) ▪ Computers WAN & LAN installation

March 2020 – Present

**DCW**

**Studio Coordinator**

▪ Email correspondence ▪ Direct assistance to the owner (calendar & bookings) ▪ Accounting and business administration using QB ▪ Accounts payable and receivable (invoicing, ordering, bill pay, payroll, etc.) ▪ Office operations ▪ Working directly with clients and designers on specific projects & outside manufacturers ▪ Coordinating with installers on design details and installation ▪ Creating labor and yardage estimates for all manufactured projects ▪ Quoting and ordering drapery hardware ▪ Designed and host business website ▪ Ordering fabric from vendors ▪ Planning and ordering of outside manufactured goods ▪ Quote and coordinate details for motorized projects) ▪ Creation of work orders and condensation of measure sheet & sketches for work orders.

**DCW as IT Specialist**

▪ Migration and administration of business’s emails ▪ Purchased Dell Computers, router, modem and switch board and handled the WAN & LAN installation, printers etc. ▪ Installed and implemented office @ hand phone system ▪ Desktop Support (MS Office, Windows 10, MAC), emails setups, cellphones

November 2019 – Present

**LE PATITE BALEEN SWIMMING SCHOOL**

**Swim Instructor**

Responsible for instructing all swim lesson participants ▪ Responsible for the safety of the participants.

January 2019 – currently closed due to COVID-19

**STANFORD HOTELS CORPORATION**

**Executive Administrative Assistant (Temporary)**

Assist HR Specialist scheduling meetings and appointments and manage travel itineraries ▪ Arrange corporate events to take place outside of the work place ▪ Maintain an organized filing system of paper and electronic documents ▪ Process information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics ▪ Reading, researching, and routing correspondence ▪ drafting letters and documents; collecting and analyzing information ▪ Creating and billing of invoices ▪

August 2018 – December 2018

**VENDORS DIRECT SOLUTION – MANNING & KASS ELLROD RAMIREZ LLP**

**Desk Clerk**

Creating and updating order spreadsheets ▪ Back up for reception ▪ Management of media center ▪ Binding – Preparing exhibits, pleadings, etc. ▪ Mail -- pick up/sort and deposit outgoing mail at the end of the day ▪ Assist secretaries & paralegals, redact pdf documents, bate stamping, combining, etc. ▪ Inventory management; ▪ Perform general office tasks including filing, scanning, faxing, and copying ▪ E-filing ▪ NetDocs ▪ Bate-Stamps, etc.

May 2017 – August 2018

**THE VEEN FIRM, PC**

**Receptionist / Legal Assistant (Temporary)**

Answer phones and direct calls ▪ Tracking of MCLE ▪ Greet and direct clients, vendors, staff visitors ▪ Distribute mail, courier packages and deliveries ▪ Place office and project supply orders ▪ Maintain supply room and all other common areas neatly and stocked with supplies ▪ Additional administrative tasks as assigned.

June 2016 – Jan 2017

**ROYAL CARIBBEAN INTERNATIONAL CRUISE LINE**

**Dispatcher/Hotel Maintenance Assistant**

Prioritize and coordinate all guest calls and deficiencies reported ▪ Create corresponding work orders and communicate with technical teams ▪ Assist in the preparation of department budgets ▪ Ensure that guest needs are met in the course of daily operations by following up, provided updates to guest/divisions ▪ Update Letters & Certificates ▪ Update Certificates of Insurance ▪ Creation and billing of Invoices ▪ Assisted the Hotel Maintenance Team with their daily administrative duties, expense reports, log books ▪ Complete maintenance requests from both, guests and crew members ▪ Maintain multiple reports, logs and check sheets ▪ Prepare memos, correspondence, E-mail, reports, etc. while maintaining overall office organization and maintenance ▪ Assist the Captain, Staff Captain, Chief Engineer and the Division Heads with administrative duties related to the daily operation in the Deck & Engine Department.

June 2011 – October 2015

# EDUCATION

**CITY COLLEGE OF SAN FRANCISCO 2018**

Current Computer Science Student – (Current Student)

**UNIVERSIDAD NACIONAL AUTONOMA DE HONDURAS**

Licenciatura en Informatica Administrativa – 2010