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| Alexander Villalobos | |  |  | | --- | --- | | 7441 Hazeltine Ave. Apt. 101 |  | | (818) 641-7401 |  | | alexxxvill75@gmail.com |  | | LinkedIn Profile |  | | Twitter/Blog/Portfolio |  | |

Eager and talented information technology student looking to utilize new skills at a growing organization

# Education

## ANTICIPATED COMPLETION: June 2020

## A+ Certification / Los Angeles Mission College

CompTIA A+

# Skills

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| --- | --- |
| * Proficient in computer programs such as Word, Excel, PowerPoint, Adobe Photoshop, Outlook, and Visual Studios. * Ability to efficiently operate both Windows and Macintosh computers. * Troubleshoot computer hardware and software. | * Operate small document and large format document printers. * Great communications skills with the ability to handle customer’s expectations. * Bilingual in both English and Spanish. |

# Experience

### June 2015 - present

## Production Supervisor/ ARC Document Solutions

* Supervise day to day shop operations
* Dispatch drivers to deliver/pick up orders for clients.
* Help clients in person or over the phone for any questions about their orders.
* Print small format and large format documents and arrange per client’s instructions.
* Scan and index small format and large format documents.
* Make sure all orders are billed before the end of the month.
* Process orders in short amount of time to meet deadlines.