**Angelo Vila**

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**TECHNICAL SKILLS:**

* *Software:*
  + Microsoft Office (Excel, Word), Adobe (Photoshop), AutoCAD, Revit
* *Database Management*
  + Oracle, MySQL
* *Programming Languages*
  + C, C++, CSS, HTML, JavaScript, Python, PL/SQL, SQL
* *IDEs/Text Editor*
  + Microsoft Visual Studio, Vim
* *Operating Systems*
  + Windows 7, Windows 10, OS X, Slackware Linux, Ubuntu Linux

**SOFT SKILLS:**

* Developed effective communication skills: Works well with a variety of people, personalities and cultures
* Fluently speaks and writes in English and Spanish
* Works well under pressure

**EDUCATION**

**Associate of Science in Computer Science**

Santa Monica College, Santa Monica, CA December 2019

**Bachelor of Science in Mathematical Science**

University of California, Santa Barbara, Santa Barbara, CA June 2015

**PROFESSIONAL EXPERIENCE**

**Project Assistant / Draftsman (Part Time)**

DSN Group Inc. October 2019 – Present

* Generate CAD drawings from hand sketches, verbal instructions, and site visits
* Work with contractor, engineer, and superintendent to produce and alter drawings
* Print various formats of drawing sets for contractor, project manager, and super-intendent
* Manage CAD library of current projects on the file system.
* Provide administrative support for project manager and contractor by creating spreadsheets and OAC meeting minutes

**Project Assistant / Basic Tech Support (Part Time)**

Vila Design Group September 2015 – Present

* Create material boards of commercial and residential building renovations
* Manage documents and coordinating mailings for all project phases
* Assist and plan clear presentations for clients
* Generate CAD drawings for architectural projects.
* Configure and troubleshoot computer peripherals and application software
* Perform routine data backs ups of projects

**Professional Tutor**

Self Employed September 2010– Present

* Tutor middle and high school students with subjects in English, History, Math, and Spanish
* Assist students with accurately completing homework assignments
* Teach strategic mathematical concepts to all tutees
* Educate students in reading comprehension and grammar
* Created weekly plans.

**Customer Service/Data Entry (Temporary – Contract thru BGSS)**

*Beverly Hills/Greater Los Angeles Association of Realtors*  October 2018 – September 2019

* Answered various inquiries and questions regarding payment deadlines, class registration, membership application, price of store items, etc., from members and potential new members over the phone
* Took payments or assisted members paying their dues online over the phone
* Assisted members in their transition to other associations by providing them a letter of good standing if they met the necessary requirements
* Created various spreadsheets and reports for directors
* Created queries via fetchXML for obtaining quick reports on members and offices for directors
* Inputted and updated member information into the database
* Assisted staff in the operation of computers devices and application software such as Microsoft Excel, Adobe Acrobat, and Microsoft Word

**Dock Attendant (Seasonal)**

Hornblower/Marina Del Rey Water Bus June 2019 – September 2019

* Greeted guests; assisted guests with directions, knowledge of area, and boarding onto water bus; sold tickets to guests for the water bus
* Effectively handled cash transactions and documented sales
* Assisted Captain with line handling and securing of vessels upon arrival and departure
* Learned all safety and security duties required for the position

**Parking Attendant (Part Time)**

Hornblower December 2016 – September 2019

Greeted guests as they arrive in Fisherman’s Village prior to boarding

* Ensured the safety and cleanliness of the boarding area prior to guest arrival
* Organized boarding queues with stanchion and boarding sign placement
* Answered general questions from guests in boarding area
* Assisted Sales and/or F&B crew during boarding process as needed

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**Project Coordinator/Data Entry (Temporary- Contract thru BGSS)**

*Cliffwater, LLC* April 2018 – May 2018

* Prepared cash flows as directed
* Performed basic due diligence summaries
* Assisted in financial reports by creating graphs from the information gathered in the cash flows and due diligence summaries
* Handled various projects as assigned

**Customer Service/Cookie Cupboard Coordinator (Temporary)**

*Girl Scouts of Greater Los Angeles*  January 2018 – March 2018

* Troubleshot network problems with peripheral devices, i.e. printers, hotspot devices, etc.
* Distributed the correct amount of cookies to Girl Scout Troops
* Took Girl Scout troop orders via computer
* Inputted information into the database
* Assisted volunteers with any help they might need

**Office Clerk (Temporary)**

A-Mark Financial August 2017 – December 2017

* Assisted in processing payrolls
* Researched employment over time hours for payroll completion
* Generated reports and spreadsheets of fixed assets and collectible items
* File creation and maintenance
* Organized and administered tax reports

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**Temporary Office Administer**

BGSS/People 2.0 March 2017 – June 2017

* Communicated with clients and potential customers by phone, face to face, email, etc.
* Screened phone calls and transfer the call to the right individual.
* Kept track of inventory.
* Greeted Clients and potential clients that walk into the office.

**Guess (Seasonal)**

Sales Associate October 2016 – January 2017

* Maintained constant presence on sales floor to address customer needs
* Approached browsing clients and initiate conversations to determine preferences
* Recommended appropriate items and direct or lead clients to selections
* Assisted clients with trying on items, finding appropriate sizes, and completing purchases
* High volume store with high end clientele. Worked on busy days such as Black Friday, Christmas Day, and New Years Day.
* Daily sales goal of $400 - $900.

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**Associate (While in School)**

UCEN Dining Catering Services, UCSB August 2013 – March 2014

* Organized and set up numerous events by setting up food stations and tables, carrying trays, and executing serving tasks
* Maintained the central kitchen clean and organized so that responsibilities and tasks can be carried out efficiently and quickly
* Greeted and checked with Clients and guests to ensure that they are enjoyed events