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Overview:  
  
I am a fast learner with enthusiasm toward learning new skills especially in tech. I am studying to become a Cybersecurity Analyst with a burgeoning repertoire of technical skills. I have what some might call an eclectic mix of employment history. The jobs of my past have allowed me to learn new skills, discover strengths and weaknesses, and despite the incongruity, have enabled me to develop soft-skills amongst all types of people in many various settings and conditions. Overall, this mix of employment has developed me to become a fast learning, competent, organized, patient employee, with self-determination and perceptive to the world around me.

Objective: 

While I would prefer a job in tech, this is not an exclusive requirement and I would be satisfied to make use of my wide range of employment experience to effectively contribute to the workforce. I would prefer a part-time job so I have ample free time to continue my education and writing. Full-time work is fine too as long as it works with my schedule, (my schedule is flexible and can be adjusted for the right opportunity.)

Professional Experience:

BSM (Business Services Management)

Day Porter

Concord CA, 94519, Sep 2020 - Jan 2021

Cleaning of facilities, stocking/restocking items, COVID-19 sanitation, troubleshooting miscellaneous issues

Wikimotive

Content Writer

(Remote work) Peterborough NH, 03458, Sep 2019 – Dec 2019

Writing content for SEO articles primarily focused on cars, trucks, SUVs, and auto brands. Other duties include editing, research, and meeting deadlines.

New Hampshire Ball Bearings: Peterborough NH, Jul 2019 – Oct 2019

Inspector

Inspecting parts with sophisticated machines to measure dimensions to ensure each part meets the requisite standards to determine if it is safe for use or not.

Screenwriting/ Writing:

Jun 2016 – Present

Reading, writing, re-writing, creating outlines with pages and notecards, formulating pacing.

Technical: Microsoft Office: Word, Final Draft 10.

Personal note: Quarter-finalist Low Light Pictures international screenplay contest (2018)

Semi-finalist 100 Screenplays film festival (2019)

I have two self-published novels on Amazon.com.

Moraga Country Club: Moraga CA, Jul 2018 – Jan 2019

Dishwasher

Washing dishes, operating dishwashing machine, assisting food preparation

Tilden Golf Course: Berkeley CA, Jan, 2018 – Jun, 2018

Golf cart/Driving range Attendant

Driving golf carts for patrons, driving range cart to collect golf balls, cleaning/detailing carts, customer service

Enterprise: Oakland Airport, Mar 2016 - Sep 2017

Full-time driver

Driving cars, trucks, SUVs, vans, co-workers, and customers to locations in a timely professional manner. Assisting customers with inquiries, assisting management and co-workers to organize ebb and flow of large quantities of cars.

Miscellaneous Short Term Jobs: Oakland/Bay Area: 2009 - Present

Short term jobs included: painting, construction, landscaping/yard maintenance, demolition and removal of waste/ materials, computer repairs/upgrades and software installation, physical fitness instruction, basic automotive maintenance, dishwashing, food prepping including raw meats, cheeses and produce for chef and marketing, moving furniture and boxes, bookkeeping and financial consultation for individuals.

Give Something Back. Oakland CA 94621. Apr, 2011 – May, 2014  
Credit Specialist   
Analyzing credit reports for various companies to determine how much credit they qualify for with DNB. Setting up new clients with online accounts to order, faxing, answering sales team calls. Analyzing and assessing problems with individual accounts and rectifying those problems. Maintaining a database for new and existing accounts on excel and Goldmine.  
  
Gold's Gym. Oakland CA, 94601. Mar, 2010 - Dec, 2010  
Front Desk Receptionist   
Work includes customer service, answering phones, cashier, closing gym at night time.  
  
MG’s Pizza. Oakland CA, 94611. Nov, 2007 - Jan, 2010  
Pizza Chef/ Assistant Manager    
Making/baking pizzas, delivery driving, store maintenance, cashier, food preparation, dishwashing, customer service, store opening, and closing, taking phone orders, credit reconciliation, hiring and training of new employees.  
  
Lowenberg Chiropractic. Oakland, CA 94611. Jun, 2006 - Sep, 2007  
Administrative Assistant  
Office maintenance and management, filing, package shipping and receiving, answering client calls, scheduling appointments, computer operations, maintained supply inventory, faxing, photo and document copying.  
  
Safeway. Oakland CA, 94611. Aug, 2006 - Feb, 2007  
Courtesy Clerk  
Store maintenance, customer service, check out assistance, closing store at night.  
  
Education:  
NexGenT Cybersecurity (In Progress ~Sep 25th 2021)

SNHU online: 2015-2016  
Peralta Community Colleges: 2010-2012

GED certified at Edward’s Adult School, Oakland CA. June 2007  
  
Certifications:  
NexGenT Cybersecurity/ CompTIA Cybersecurity (In Progress ~Sep 25th 2021)

NASM certified personal trainer Aug, 2010  
CPR/AED certified Mar, 2010  
  
Technical Skills:   
Windows OS, Mac OS, Linux(Debian/Raspbian, Ubuntu, Kali), Android, Excel, Powerpoint, Word, Outlook; Fin. Tech:(Goldmine, DNB, ECI, POS), CAD, Adobe, HTML  
  
Abilities:  
Critical thinking, analyzing and assessing any issues, repair/fix computers and troubleshoot/ fix electronic and mechanical items, talented writer, creative/ outside the box thinking, very quick learner, can remain calm and focused under any situation, diplomatic/tactful.

Professional Summary:

Computers/tech: 6+ years

Customer Service: 6+ years

Land Scaping: 6+ years

Maintenance: 6+ years

Labor: 6+ years

Writing: 4+ years

Driving/delivery: 4+ years

Dishwashing: 4+ years

Credit Analysis: 3+ years

Front-desk/reception: 3+ years

Cooking: 3+ years

Office Administration: 2+ years

Management: 1+ years