**PETER JULES LINO**

**126 Edde Court**

**Marina CA. 93933**

**408-230-8847**

**Peterjules.lino@gmail.com**

Office Management / Administrative Support professional with six years of experience, and additional experience with customer service, hospitalities, and computer related services.

I am currently looking to expand myself into Information Technology through work experience and related industry certifications, as well as get a new leg up with my current move to the Bay Area.

PROFESSIONAL EXPERIENCE

**UNIVERSAL STAFFING, Monterey CA March 2017- August 2018**

Contract Worker

Contracted staffer sent out to various relevant opportunities.

Most recent contract position:

* Monterey Bay Aquarium, **Development Assistant,** December 2017 – February 2018
* Data entry for donations, gifts, and memberships
* Mail membership materials and acknowledgements to new and renewing constituents.
* Assist Membership Division with new and renewing membership data entry in Raiser’s Edge

**CITY OF MONTEREY, 2012 September – February 2015**

Office Assistant Administrator – Talent Pool

Respond to multiple city department Office Assistant needs within on-call time capability

Reception duties including greeting, mail signing, and phones

Stay prepared to communicate with the public in a customer service manner

Have knowledge in all forms of office management and administrative duties

Be prepared to work in multiple different offices in and with a short period of time Support with office technological equipment.

Maintain usable knowledge in all Microsoft products.

**SEIU LOCAL 521, Salinas, CA 2009 - 2011**

Office Assistant Intern

Provide administrative support to up to 10 staff.

Assist in public union meetings, and uphold level of professionalism to union members

Manage files and transfer document folders onto the main server

Create and maintain proper database entries

Organize meetings with up to 15 attendees

Demonstrated knowledge of document retention rules

Upkeep of office machinery

Skills

Advance usage of Microsoft Office, Windows OS, Mac OS, iOS, Android, Internet and Networking, Office Equipment, Knowledge of Computer Soft/Hardware troubleshooting, Router Printer and Computer Maintenance, Data Entry, Raiser’s Edge, Android OS, Remote services, 55 WPM

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Z Networks IT Support and Services,

Hello, I am an Office Management/Administrative Support professional with six years of experience, and am currently transitioning into a career in IT, while looking to facilitate my current move to the Bay Area. The recent COVID pandemic has put me in a situation to formally expand my knowledge into industry certifications, with the CCNA being my current top priority. I’ve also been slowly restarting college courses, with recent completion of Linux, Windows Server 2016, and CCNA classes.

I’ve always been a tech enthusiast, I handle issues with my personal hardware myself, and consider myself to be rather competent, as well as a fair amount of common troubleshooting regarding office hardware, relevant software, operating system, media, and network issues over the years, and believe this, coupled with my natural interest, ability, and eagerness to expand, would help me to flourish and learn as your employee.

After searching more about your organization and the needs of this position, I believe this would be an amazing opportunity for both of us, as I am eager to break into the field and find a place I can learn and grow as a professional.

My Qualifications include:

. Professional Appearance, Behavior, and Customer Service  
. General Office and Clerical Duties

. Clear and Professional Worded Communication and Documentation

. Office Hardware Upkeep and Usage  
. Proficiency with Microsoft Office and Relevant Media Software.

. Practical Experience with Windows Operating Systems, MacOS, iOS, Android  
. Knowledge of Network Technologies (WAN, LAN, troubleshooting)

. Knowledge of Google Workplace (Gmail, Calendar, Drive, Docs, Sheets, Slides)

. Working Familiarity with Linux, Shell Scripting, Bash, Python v3.x

I welcome the opportunity to further discuss my qualifications with you. I can be contacted at (408) 230-8847 or through E-mail at Peterjules.lino@gmail.com

Sincerely,

Peter Jules Lino