Mark Ryan Tamayo

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Professional Summary

Exceptionally detail-oriented and adaptable Production Scheduler with an excellent work ethic and customer satisfaction record. Skilled at managing multiple production schedules across a wide variety of large and small

Businesses. Able to function effectively as an independent worker or as part of a project management team.

Core Qualifications

 Significant experience in inventory strategies and production scheduling

 Superior grasp of Excel system and production database maintenance

 Strong proficiency with MS Office and manufacturing systems

 Exceptional inventory strategy development skills

 High multitasking and prioritization abilities

 Excellent in Computer Technical Skill

 Have expertise in working with various operating systems

 Capable of working independently or with a team

 Exemplary work ethic needed to succeed in any career

 Available to work a variety of hours including nights and weekends

 Proven loyalty to a specific position and company

Experience

Technical Supervisor July 2018 - Present

Gadgetz Tech Concord California

 Monitor installation, Maintenance, troubleshooting. Testing amd repair work conducted by technicians

 Train new technicians and proovide ongoing trianing experienced technicians

Production Scheduler / IT Technician January 2016 – June 2018

Northwood Design Partners Union City California

 Monitored and altered production schedule to avoid delays as needed.

 Formulated individual department schedule workflow analysis on a regular basis.

 Designed workload balancing strategies.

 Maintained shop work order records on a daily basis.

 Maintained high productivity levels in workflow monitoring.

 Installed, configured, debugged software and hardware.

 Maintained security upgrades for installed software.

 Performed system maintenance duties such as system backups and file restoration

 Manage new hire account creation, user terminations, privileges and all other user account modifications.



Mac / Apple Products Technician August 2015- January 2016

YEAMAC Palo Alto, California

 Set up, tested and configured networks, desktops, laptops and printers.

 Installed motherboards, processors, RAM and graphics cards.

 Performed desktop and laptop repairs for Apple.

 Repaired and reinstalled software such as Mac OSX.

 Performed diagnostic tests and repaired malfunctioning hardware and software.

 Troubleshoot server hardware issues such as boot problems, blue screens, raid controller issues, source

application performance problems and determine root-cause of hardware resource constraints; remediate

issues and engineer global solution to prevent recurrence

Aircraft Groomer April 2015 – August 2015

SWISSPORT San Francisco California

 Ensured customer satisfaction.

 Provided clean and properly stocked aircraft.

 Stocked paper products on aircraft and in respective cleaning areas.

 Stocked customer comfort items on aircraft.

Mobile / PC Technician Dec. 2012 – March.2015

GADGETZONE Concord California

- Meet with customers to determine the problem with the phone probable causes and type of repair needed

 Accept customer desktop and laptop system in-store for repairs

 Perform all repairs with utmost concern customer privacy

 Resolve issues with smartphone and tablets

 Perform body repairs such as repairing a cracked or scratched screen or replacing buttons on the keypad

 Troubleshoot problems in the phone's programming to find error

 Give a written invoice of repair parts needed and estimate of cost to customer and get signatures where needed

Overseas Jobs Experience

IT TECHNICIAN December 2010 – Jan. 2011

MANPOWER MARKETING SUPPLY Malaysia

TECHNICAL ASSISTANT For IT February 2006 – Nov. 2010

SPECIALIST GROUP HOSPITAL and TRAUMA CENTER Philippines

COMPUTER INSTRUCTOR August 2002 – January 2006

CARTHEL SCIENCE EDUCATIONAL FOUNDATION Philippines

COMPUTER TECHNICIAN July 2000 – June 2002

SELF EMPLOYED Philippines

Highlights

 Inventory Management

 Valid Driver’s license

 Able to lift 50 pounds

 Tech-Savvy

 Organized

 Works well in team

 Basic knowledge QuickBooks

 Microsoft office advance knowledge

 Fast learner

 Willing to undergo training

Education

COMPUTER TECHNICIAN June 2000 – December 2001

TESDA Philippines

Reference

Angel Rene Castillo

951-722-7823

Henry Phan

408-436-9999

Greg Coyle

925-4057933