

Emigdio Perez

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EDUCATION

Bachelor of Science in Information Systems-Business System

California State University, Northridge

Expected Graduation: May 2020

11811 Nordhoff St, Northridge, CA

IS/IT Courses: "Information System for Business Manager and Business User"; "System Analysis & Design"; "Information Security & Assurance"; "Healthcare Information System Analysis & Design."

TECHNICAL SKILLS

Operating Systems: Windows, Mac OS, Linux

Programming: SQL, Python, PowerShell, Batch Scripting

Networking / Security: Setting up firewall, authentication, active directories.

Applications: Microsoft 365 (Word, Excel, PowerPoint, Outlook, Access) and Microsoft Visio 2016

IS / IT PROJECTS

Data-Flow Diagram

March 2018- May 2018

- Created Data-Flow Diagram for Payroll System at American Dream Designers & Constructors.
- Understand the visual representation of a business process and workflow.
- Understand the analysis, process, development, and structure for both end-users and business.

Entity Relationship Diagram

March 2018 – May 2020

- Understand the relationship between the entities and define the constraints of the relational database.
- Using the software like Microsoft Visio 2016 to create and build a relationship of the entities using the Unified Modeling Language.
- Defined the business rules for each entity and understanding of the healthcare system.

EXPERIENCE

Robert Half International Inc, Los Angeles, California

July 2021- April 2022

PC Technician (Contract)

- Contracted by staffing agency Robert Half to work on temporary basis as a PC Technician.
- Worked with KST Data Inc on fulfilling duties such as sorting, testing, and repairing computer equipment in the warehouse environment.
- Managed inventory on computer equipment that is worth at least \$10,000 or more for fortune 500 company (Lockheed Martin) and UCLA Health.

KST Data Inc, Los Angeles, California

Desktop Support Technician (Full-time)

July 2021- July 2024

- Utilize Microsoft Access database to record asset details, including purchase dates and responsible for tracking, monitoring and maintaining equipment assets within the organization.
- Performing SCCM imaging and setting up a new computer to clients for refresh and deployment while tracking and managing their asset.
- Assuming supervisory duties in the absence of the supervisor while collaborating effectively with the team members.

Warehouse Supervisor (Full-time, current position)

July 2024- present

- Promoted from Desktop Support Technician to Warehouse Supervisor. Continuing to handle desktop refresh and deployment on-site for the client.
- Lead the seamless integration of technology and logistics within our warehouse operation while promoting cross-functional collaboration & teamwork.
- Oversee inventory control including accurate tracking, stock rotation, and efficient storage practices.