Emigdio Perez

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EDUCATION

Bachelor of Science in Information Systems-Business System   *Expected Graduation: May 2020*
California State University, Northridge   *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, Scripting, and GitHub
Applications: Microsoft 365, FileMaker, Microsoft Intune, and Microsoft Power BI

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

EXPERIENCE

KST Data Inc, Los Angeles, California
Warehouse Supervisor (Full-time)   July 2024- present
- Promoted from Desktop Support Technician to Warehouse Supervisor. Continuing to handle desktop refresh and deployment on-site for the client.
- Analyze shipment data for trends, optimizing inventory flow and demand forecasting using Excel, Microsoft Access and Power BI.
- Oversee inventory control including accurate tracking, stock rotation, and efficient storage practices.

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 assets.
- Assuming supervisory duties in the absence of the supervisor while collaborating effectively with the team members

Robert Half International Inc, Los Angeles, California   July 2021- April 2022
PC Technician (Contract)
- Contracted by staffing agency Robert Half to work on a 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 of computer equipment that is worth at least $10,000 or more for fortune 500 companies (Lockheed Martin) and UCLA Health.