

1380 College Rd, Dover, DE 19904
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Efrain Delvalle III

SKILLS

- Customer Service
- Driving Experience
- Computer skills (proficiency with Microsoft Office)
- Time management
- Communication skills
- Team Work
- Flexibility
- Emotional Intelligence
- Adaptability
- HTML
- CSS
- Imaged Computers
- Dual Boot
- A/D: Added Users and Groups
- A/D: Added file share + group rights
- Terminated Patch Cables
- Used Punchdown Tools
- Computer Building
- Troubleshoot Windows + Security Update
- Partition Drive
- Entry Level experience with Virtualization, MacOS, and Linux
- Java
- Java Script
- SQL

EXPERIENCE

CompuCom Systems, Paulsboro, NJ – Configuration Technician

Feb 2023 – June 2024

- Set up and imaged Dell laptops, desktops, surfaces.
- Placed serial tags on thin clients, Macbooks, and printers
- Checked product and ensured every item on orders were accounted for
- Met SLA dates for Advance Exchange and project orders for Enterprise

Delaware Skill Center, New Castle, DE – Computer Technician Program

September 2022 – December 2022

- CompTIA A+ Certification program that gave me hands-on training to be able to work in the IT field.

Adecco, Newark, DE – Temporary Worker

March 2022 – June 2022

- Checked passports for CitiBank

- Tasks included: Cash/check handling, Following proper guidelines to determine if passport applications met eligibility, Inputting batch #s into computer and printing labels, typing written passport applications onto the computer

Amazon DSP, Swedesboro, NJ – Driver

December 2021 – February 2022

- Organized delivery van to fit packages and make sure everything was secured
- Delivered packages to customers while making sure to follow their instructions to keep a high approval rating
- Maintained a high driving score by driving safely

Advance Auto Parts, Dover, DE – Commercial Driver

August 2020 – November 2021

- Gathered and organized parts from back stock for deliveries and store sales
- I used a computer to set up routes for other drivers and myself.
- Safely placed parts (from engines and transmissions to light bulbs) into van and delivered to commercial accounts such as Firestone and Meineke

EDUCATION

Delaware Technical Community College, Dover, DE – A.A.B. (General Business)

December 2017 – December 2020, Charles L. Terry Jr. Campus

Attended Delaware Tech in pursuit of a business degree and accomplished my goal with an associate's in General Business.

Hudson Catholic, Jersey City, NJ – H.S. Diploma

September 2012 – June 2016, Hudson Catholic Regional High School

Attended Delaware Tech in pursuit of a business degree and accomplished my goal with an associate's in General Business.

AWARDS

Microsoft Office Specialist (Excel) - Obtained December 2020

CompTIA A+ Core 1 - Obtained December 2022

