**JULIAN ANGEL PLUAS**

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**EDUCATION**

**University of California, Los Angeles Extension**

Certificate of Achievement in Web Development Expected: March 2021

**Coursera**

Google IT Support Professional Certificate Expected: February 2021

**SKILLS**

* HTML5/CSS3
* Office 365, Outlook, Adobe Acrobat, Microsoft Teams, Slack
* Social Media: Twitter, Facebook, Instagram, Snapchat

**RELATED EXPERIENCE**

**Writers Guild of America West** September 2019 - Present

Operations Coordinator II - *Los Angeles, CA*

* Processing daily ticket workload including diagnosis and repair of workstations, printers, and IP phones.
* Managing room set ups and breakdowns for all office and theater events.
* Assisting HR and IT department with onboarding and offboarding employees along with space planning.
* Providing general phone support and directing calls to the appropriate departments.

**Vista Entertainment Solutions** March 2018 - March 2019

Operations Coordinator - *Los Angeles, CA*

* Provide tier 1 customer service support via email chat and phone calls to help troubleshoot technical issues.
* Coordinating with IT Specialist to set up laptops, computer hardware, and phones for over 200 employees.
* Ordering, inventorying, and processing deliveries of computer hardware.
* Providing administrative support to company executives and management to meet daily objectives.

**TRG Fire Systems** February 2015 - January 2018

Project Coordinator - *Los Angeles, CA*

* Organized all job files, human resource documents, office supplies, and construction materials.
* Updated lists regarding job status, system testing, inspections, and bid pricing.
* Managed inventory for company uniforms, office supplies, and construction materials.
* Processed all supply deliveries, stocked shelves, and cleaned up work space as needed.

**Law Offices of Joshua Milon**  September 2011 - July 2014

Document Specialist/File Clerk - *Pasadena, CA*

* Overseeing all scanning and filing of client case files, court documents, and personnel documents.
* Designing and reviewing legal document templates for court use and office-to-office correspondence.
* Utilizing LogMeIn software to transfer and sync case files for easy document sharing.
* Creating and updating folders, labels, and binders for all cases.

**ORGANIZATIONS**

**Darkroom Magazine** -*Photographer*  July 2020 - Current

**National Association of Latino Independent Producers (NALIP)** -*Volunteer* June 2018 - October 2018