# ENRILO M. UGALDE

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## SUMMARY OF QUALIFICATIONS

- Over 14 years of Professional Management and Leadership skills developed in US Government.
- Full Stack Web Developer **Front End**: HTML, CSS, JS6, React.JS | **Back End**: NODE.JS, MYSQL, MONGODB
- Ability to learn quickly and maintain attention to detail in high stress situations
- Expert in Microsoft Word, Excel, PowerPoint, and Outlook

## EXPERIENCE:

*NOI Live, Inc.     San Diego, CA*                                                                April 2021 - Present

- ***Software Developer.*** (Part-Time) A team player that executes full stack software development through MERN stack, Experience in JavaScript, Express, React.JS, React Native, and Node.JS. Using the SCRUM team management method, we have successfully completed multiple application tasks on JIRA. Furthering my experience, I am on track to becoming a backend developer with the help of the backend lead developer. I am eager to further my knowledge and experience in creating world changing technology with the right opportunity and guidance.

*Naval Information Warfare Center, San Diego, CA*                                    January 2018- Present

- **Assistant (January 2018 – Present):** Assistant for Division 421 and Branch, 42110, 42120, 42130, 42140, 42150, 42170 and 40R50. I am responsible for screening all incoming correspondence both, soft and hard copy. Answers the telephone; serves as timekeeper; prepares routine correspondence in accordance with naval correspondence procedures and directives; prepares Request for Personnel Actions; Advance Travel Clerk to help personnel travel orders, vouchers and clearances in accordance with current travel regulations; coordinates meetings, events and conferences; tracks action items and mandatory training. Keeping Supervisor informed all Division deliverables in a timely basis. Set up meeting venue's including: TELCON's, Conference rooms and performing as ADHOC meeting scriber. Expert level Government Purchase Card holder, and NERP financial input

*Defense Commissary Agency, San Diego, CA*                                    March 2007- January 2018

- **Secretary (November 2016 – January 2018):** I successfully executed task as a personnel liaison amongst commissary and civilian personnel office for personnel actions. I have successfully used DCPDS Oracle Systems to complete multiple personnel actions and efficiently kept an accurate up to date log of each active and finalized action to ensure a timely completion. At an expert level I successfully process and ensure accuracy of all new incoming hiring forms.
- **Supply Technician (February 2016 – December 2017):** I am a Certified Government Purchase Card Holder with a $53K monthly limit Responsible for multiple important facility contracts and purchasing supplies for general office duties; in which we maintain proper documentation of each transaction to keep an accurate account for audit readiness and prevent un-authorized commitments, keeping an up to date inventory list of all required equipment, transfers equipment between different DeCA stores, Completed Contract Officer Representative (COR) Training, to contact technicians with issues regarding equipment.
- **Administrative Support Clerk (March 2009 – July 2016 ):** To execute administrative tasks such as; Creating a new system for the input of timecards into Defense Civilian Pay Roll Systems, answering phone calls, organizing appointments with internal, external and military personal, cash handling, photography for displays, editing of photos for display contests, granting base access, authorized badge official, event planning, outreach events, sending monthly newsletter, and creating marketing signs
- **Sales Store Associate (March 2007- March 2009):** To complete all departments duties such as; stocking of product, price verification, pricing and stocking of fresh meat, ordering, assist handicap customers, checking out the customers, Military Id Check, and Positive Customer Service.

## EDUCATION:

- UCSD EXTENSION: FULL STACK CERTIFICATE (SEP 2020 - MAR 2021)
- HIGH SCHOOL DIPLOMA- San Diego School of Creative and Performing Arts (2005)

## PORTFOLIO:

- HTTPS://JRUUUU.GITHUB.IO