

ENRILO M. UGALDE

ENRILOUGALDE@GMAIL.COM (619)961-5190 835 East Park Ave. El Cajon, CA 92020

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, JQUERY | **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:

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 scribe

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 to include but not limited to; Re-assignments, finger prints, investigation background forms, OF-306, I-9, Appointment Affidavit SF-61, SF-1152, and many more HR/DLA required documents.
- **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, updating monthly and quarterly financial reports through excel to ensure proper budget execution and prevent un-authorized commitments, keeping an up to date inventory list of all required equipment, supplies and electronics for the commissary, 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.

Navy Exchange, San Diego, CA

October 2004 - October 2005

- **Electronic Sales Associate:** To provide all Customers with the best quality service an answering questions and purchases about all forms of electronics, from car audio, iPod, software but more specifically computers in a fast pace environment.

EDUCATION:

- UCSD EXTENSION: FULL STACK CERTIFICATE (SEP 2020 - MAR 2021)

PORTFOLIO:

- [HTTPS://JRUIIIU.GITHUB.IO](https://jruiiiu.github.io)