

# EMANUEL VARGAS

Computer Science Student

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## SUMMARY

Motivated and detail-oriented Computer Science student with customer service, clerical, and retail experience. Skilled in Microsoft Office, coding, inventory management, and communication. Proven ability to manage multiple tasks efficiently, maintain organization, and provide quality service in fast-paced environments.

## EDUCATION

### **B.S. in Computer Science (In Progress)**

University of Central Florida | Aug 2025 – Aug 2027

### **B.S. in Computer Science**

Florida Atlantic University | Jun 2023 – June 2025

### **Highschool Diplomal**

Wiregrass Ranch Highschool | Aug 2018 – June 2022

## SKILLS

- Customer Service
- Time Management
- Microsoft Office (Word, Excel)
- Organizational Skills
- Clerical Support
- Phone Etiquette
- Inventory Management

## TECHNICAL SKILLS

### **Experience with:**

- HTML & CSS (Web Design and Styling)
- Python

## CERTIFICATIONS

### **Certified in the following:**

- Word
- Powerpoint
- Excel

## PROFESSIONAL EXPERIENCE

### **Bookstore Associate**

Florida Atlantic University – Boca Raton, FL | Aug 2024 – Sep 2024

- Assisted customers in locating textbooks, supplies, and merchandise.
- Processed transactions, refunds, and exchanges.
- Stocked shelves, organized displays, and maintained store cleanliness.
- Fulfilled online orders for pickup and shipping.

### **Stock Clerk**

Publix – Wesley Chapel, FL | Oct 2020 – Jun 2023

- Unloaded deliveries, stocked shelves, and rotated products.
- Maintained cleanliness in aisles, shelves, and storage areas.
- Assisted customers with locating products and answered inquiries.
- Monitored inventory and followed safety protocols.

### **Front Desk Receptionist**

Meadow Pointe 2 Clubhouse – Wesley Chapel, FL | Jun 2021 – Aug 2021

- Greeted residents and guests, ensuring a welcoming environment.
- Monitored facility cleanliness, safety, and policy compliance.
- Coordinated community events and rentals.
- Managed phone calls, schedules, and administrative tasks.