

# Marques Butilla

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## RELEVANT SKILLS

Software:	Hardware:	Project Management OR Quality Assurance:
<ul style="list-style-type: none"><li>• Detail Oriented</li><li>• Critical Thinking</li><li>• Leadership</li></ul>	<ul style="list-style-type: none"><li>• Microsoft Office</li><li>• Information Technology</li><li>• Operating Systems</li></ul>	<ul style="list-style-type: none"><li>• Scheduling and coordination</li><li>• Coding Languages</li><li>• Organization</li></ul>

## EXPERIENCE

**Zentner & Zentner, Oakland, CA** July 2011 – November, 2015

*Assistant*

- Arrange files and projects within an orderly manner to organize office
- Developed up to 5 computers in workplace with installed software within 1 day

**Day Care, Hayward, CA**

2012-2014

*Child watch*

- During this I had to pick-up and babysit two kids after school from 3-7
- Was responsible for feeding them as well as help with homework
- For reference call Kenda Kennon at (209)-518-4915.

## EDUCATION

**Year Up / Foothill College, San Francisco, CA** September, 2015 – July, 2016

- Teaching IT and professional skills for workplace environment
- Business Communication/ Professional Skills/ Web Development/ Tech Foundations/ System Admin/ Helpdesk
- Completed 4 weeks of training course in JavaScript taught by Year Up, covering website elements
- Extra: Udacity and JavaScript classes

**Saint Mary's College of California, Moraga, CA**

August, 2011 - February, 2013

- Courses: Seminar, English, Psychology, Physics