

Esteban Alba

University of Houston – Cougar Village II
4373 Cougar Drive
Houston, TX 77204-7001
281-979-7050
estebanalba@gmail.com

Objective

Seek a position that will broaden my skillset and enable me to use the skills I have learned. I am a self-motivated team oriented worker who works well with technology equipment and software. Over all quick learner who takes accountability for my own work. Able to adapt to change in any situation.

Experience

The Document Support Group, - Shop help – Summer

April-September 2015

10200 Hempstead Rd Ste 1P, Houston, TX 77092
(713) 627-3400

- Finishing and Binding
- Cutting
- Folding
- Litigation support - Prep documents for copying / re-assemble documents
- Scan to acrobat

Alliance Strategic Business, - Shop help – Summer

June – September 2013/2014

6990 Portwest Dr # 170
(713) 627-3400

- Padding
- Finishing – GBC, Saddle Stitch staple, Plastic Coil documents.
- Paper inventory and organizing

Ricoh USA, - Document Specialist – Summer

June – August 2016/2016

815 Walker ST, Houston, TX 77002
(713) 874-7121

- Scanning
- Inventory Management
- Reconstruction of Documents

Education

Graduated from:

John H. Reagan Senior High School,
413 E 13th St, Houston, TX 77008

Enrolled at:

University of Houston - Main,
Major: Computer Information Systems
4800 Calhoun Rd, Houston, TX 77004

Languages

- English
- German
- Spanish

Skills

- Windows / Mac
- Microsoft office software
- Kali Linux
- Scanning
- Email
- Various Copy equipment