

# Michael L. Visque

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## WORK EXPERIENCE

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### Capstone on Campus Management (University Village Apartments and The QUAD)

**Dec. 2017 – Present**

*San Marcos, CA*

#### *Facilities Administrator*

- Manage energy saving sensors and devices through the Locbit energy management platform.
- Create automations through the energy management platform to eliminate energy waste and monitor any discrepancies proactively.
- Maintain and inspect gigabyte passive optical network (GPON) equipment and monitoring systems.
- Program building locks and retrieve lock data for audit trails.
- Distribute work orders and enter updates into a tracking database and communicate/follow-up with residents regarding work requests.
- Train employees for the use of the Integra 5 Software, GPON emergency shutdown procedures, and the extended portable programmer (XPP) machine to communicate with Onity Locks.
- Consolidate and accurately describe expenses; as well as appropriately assigning GL codes, vendors, fiscal year, and other special tracking that is required.
- Manage vendor contact and invoices.
- Effectively interact with a diverse group of people.
- Participate in an emergency on-call rotation.

### Capstone on Campus Management (University Village Apartments and The QUAD)

**Aug 2017 – Dec. 2017**

*San Marcos, CA*

#### *Leasing Agent*

- Assist licensing staff with the licensing process through the PropertyBoss software.
- Give tours and answer various questions regarding the leasing process.
- Input maintenance requests.
- Carry out various administrative duties as assigned.
- Display professionalism, initiative, and flexibility when interacting with guests, residents, housing staff, and all University personnel.

### Capstone on Campus Management (University Village Apartments and The QUAD)

**May 2017 – Aug. 2017**

*San Marcos, CA*

#### *Summer Conference Concierge*

- General office organization including filing, completing group paperwork, processing final guarantees, creating client welcome packets (floor plans, parking permits, etc.) and other duties as assigned.
- Meet with clients and ensure assigned facilities are prepared professionally and are up to standards.
- Provided back-up assistance to the operations and maintenance staff with apartment preparation including moving furniture as well as event equipment set-up and light custodial work.
- Work as a liaison between client and Summer Conference team, housing and campus community.

## SKILLS & INTERESTS

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- **Technical Skills:** JavaScript | Node.js | jQuery | PHP | MongoDB | React | Express | CSS | HTML5 | Version Control | UX/UI Design | Google Firebase | Heroku | API | Adobe Suite | Microsoft Office
- **General Skills:** Strategic Planning | Mechanical Aptitude | Work Efficiently Under Pressure | Versatile | Project Management | Detail Oriented | Quick and Efficient Studier.
- **Interests:** NASA | Hiking | Sports | IoT | Reading | Cooking | Space | Robotics | Dogs | Cats

## PORTFOLIO

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I have my projects showcased on my personal website at — [visque.me](https://visque.me)  
My website and projects are all mobile friendly.

## EDUCATION

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**California State University, San Marcos**  
*B.S. Computer Science*

**August, 2018**