

# Shane M. Browning

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La Mesa, California 91942

(951)775-0352

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## SKILLS

- Advance in IOS, Adobe and Microsoft Office programs
- IT Support Professional Certified and Project Management Certified
- Backed by excellent interpersonal skills with a Four Diamond Commitment to Customer Service
- Tested the achievement of typing 81 words per minute
- Over 5 years of experience in the Web3 space including Blockchain, Cryptocurrency, DeFi, DAOs, and NFTs
- Tech savvy and familiar with computer hardware building and solutions
- Willing to be trained and explore new opportunities
- High attention to accuracy and detail
- Punctual, hardworking, honest and reliable
- Ability to work well with others

## ACCOMPLISHMENTS

**UCSD, Coding Bootcamp Extended Studies – (Present) 2023**

**Google, IT Support Specialist – 2021**

**Palomar College, San Marcos, CA – 2015**

## EXPERIENCE

### **VDS – San Diego, Ca**

*File Clerk/Office, 10/2022 - Present*

Assist achievements in all important tasks such as completing fax requests, troubleshooting, properly tag and file documents, combine PDFs, create CDs and labels. Proficiently handles billing, inventory, deliveries, outgoing and incoming mail.

### **Solana Hills - San Diego, Ca**

*Community Manager, 01/2022 - Present*

Create and monitor a healthy network within backend structure, budget, strategic planning, critical decision making, and scheduling in the Web3 space to minimize risk and deliver substantial and consistent user experience. Engage the community with the company's direction by tracking project's milestones and measuring performance.

### **Cheesecake Factory – Temecula, Ca**

*Server, 10/2018 to 06/2021*

Established an efficient work environment by being able to work all roles in the front end of the house. Some of the responsibilities included register and cash handling, meeting customer service needs, attending to tables, and serving drinks.

**Shell – Temecula, CA**

*Assistant Manager, 03/2013 to 6/2016*

Operate cash registers, scanners, and computers to itemize control inventory and total customer purchases. Collect payments and calculate change for cash transactions. Handled employee scheduling and inventory orders. Dependable for floor operations and key holder responsibilities.