

Office and Project Manager Office and Project Manager Office and Project Manager Wethersfield, CT Work Experience Office and Project Manager ORIAS & ASSOCIATES 2014 to 2018 Compiled and migrated fixed asset management databases for customer base (200+) Trained public institution personnel in the utilization of fixed asset management software Increased efficiency by monitoring staff service levels, operational expenses, and productivity Responsible for cold-calling schools principals, board of education members, town hall associates, and religious institutions and selling fixed asset management solutions Provided quotes based on customer specifications Developed and executed products and services social media marketing campaigns Prepared and monitored implementation project budgets Responsible for monthly billing each customer Compiled weekly payroll and generated paychecks Handled bookkeeping and prepared monthly budget reports Managed office supplies Scheduled and tracked outgoing shipments IT Support FUNDECOR, San Jos - CR 2013 to 2013 Provided technical assistance and support for incoming queries and issues related to computer systems, software and hardware Installed a new Intranet in headquarters and configured private networks in branch offices Maintained WAN network for entire enterprise Maintained, updated, and supported servers and databases Reviewed and recommended software and hardware solutions Education Bachelor of Science in (BS), Computer Science Engineering Castro Carazo Metropolitan University Skills SHAREPOINT, LINUX, EXCEL, MICROSOFT OFFICE, OUTLOOK, Bilingual Additional Information Skills Software: Microsoft Office Suite (Word, Excel, PowerPoint, Access & Outlook) * SharePoint Operating Systems: Windows * macOS * Linux Bilingual English/Spanish

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