

Assistant System Analyst & Compeat Advantage Inventory Software Specialist Assistant System Analyst & Compeat Advantage Inventory Software Specialist Assistant System Analyst & Compeat Advantage Inventory Software Specialist - Think Food Group Inc Bronx, NY Work Experience Assistant System Analyst & Compeat Advantage Inventory Software Specialist Think Food Group Inc - New York, NY March 2019 to Present Responsible for daily entry of raw data into Compeat Inventory Software. Designed and developed new systems to improve work flow, efficiency, and productivity. Maintained and upgraded existing systems as required. Conducted regular reviews of systems and generated reports on efficiencies and improvement. Assisted Chefs with their daily orders via Compeat Inventory Software Converted physical copies of invoices into digital copies in order to upload to database. Produce Team Member Baldor Specialty Food Inc - New York, NY October 2018 to March 2019 Maintain a clean working environment Organized and rotate produce periodically. Close the produce department at the end of the business hours. Provide excellent customer service to our customers. IT Coordinator & Senior Project Manager Uptown Healthcare Management Inc - Bronx, NY September 2017 to June 2018 Managed all IT support tickets for the entire organization. Managed several high-risk IT projects. Credentialed new employees in various platforms. (Medgen, Microsoft 365, Company Server, GSI Health, Bronx RHIO, RingCentral) Implemented new technologies to improve workflow. Worked directly with Compliance Officer. Installed and configured computer hardware, operating systems and applications. Provided support, including procedural documentation and relevant reports. Troubleshoot system and network problems, diagnosing and solving hardware or software faults. Compiled project status reports, coordinated project schedules, managed project meetings, and identified and resolved technical problems. Administrative Assistant G.S.H. Electric Inc - Bronx, NY February 2017 to October 2017 Conducted electrical estimates using software (Offscreen Takeoff) Conducted all administrative email replies. Open and close the office. Receive phone calls and refer important calls to boss Managed and maintained database Conducted most IT roles within the company Harlem Children's Zone New York, NY Operation Aide October 2015 to February 2017 Monitor hallways to ensure student and staff safety. Ensured classrooms were organized at

the end of the day. Escorted students to their parents after school during pick up. Made sure students were safe during dismissal. Worked as liaison between dean and students, breaking up fights, writing incident reports and dean referrals Education AS in Computer Information Systems in Computer Information Systems Monroe College - Bronx, NY April 2017 Skills CISCO, LAN/WAN, TCP, TCP/IP, NETWORKING, Inventory Control, Warehouse Inventory, Inventory Management, Customer Service

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