Volunteer Volunteer La Palma, CA Dynamic and personable college graduate, currently back in school to get certified to work into the IT field. Works in a timely and efficient manner to see tough jobs through to completion. Work Experience Volunteer Thanksgiving Church - Buena Park, CA September 2015 to Present   Performed general administrative and clerical duties.   Fostered meaningful relationships among students through student field-trip retreats.   Maintained the organization's website, adding new, exciting content on a consistent basis. Freelance Web Developer Milal Mission - Buena Park, CA June 2017 to September 2018   Kept abreast of emerging technologies, software and trends and project applications.   Oversaw troubleshooting of technical issues to solve problems within reasonable timeframe.   Established web hosting for the site and uploaded the site to the hosting account. Education IT Technician ABC Adult School - Cerritos, CA 2019 to Present Bachelor of Applied Science in Computer Science California State Polytechnic University - Pomona, CA 2016 Skills ADMINISTRATIVE TASKS, MS OFFICE, SELF-STARTER Additional Information Skills   Positive and Friendly   Planning and organizing   Quick Learner Administrative Tasks   Self-starter   MS Office Suite

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