Meliton C. Torres

17315 NE 6th Street ♦ Vancouver, WA 98684

Mobile Phone: (818) 793-9271 ♦ Email: melitontorres@gmail.com

***Objective:*** To apply the knowledge and expertise acquired throughout my education and work experience towards a full-time career in computer technology services.

***Skills:***

**∙** Computer Literate: MS Word / Photoshop

∙      Experience in PC Hardware. I am able to construct a PC from top to bottom

∙      Experience in formatting hard drives and installing operating system

∙      Comfortable working independently, as a cooperative team member or leader

∙      Self-motivated, confident, and dedicated to quality work

∙      Energetic, professional, and always provides friendly customer service

***Experience:***

**H.G. Communication,**Dec 2010 – Dec 2011

**Cable Technician / Warehouse Supervisor, 45 hours weekly**

∙     Installed cable television, cable internet and cable phone systems for Time Warner

∙    Loaded, unloaded cable equipment to the warehouse and distributed equipment to the

technicians

∙    Assisted supervisory personnel by dispatching technician to the field

**B&M Communication,**May2008 – Dec 2010

**Cable Technician / Warehouse Supervisor, 45 hours weekly**

∙    Installed cable television, cable internet and cable phone systems for Time Warner

∙    Loaded, unloaded cable equipment to the warehouse and distributed equipment to the

technicians

∙    Assisted supervisory personnel by dispatching technician to the field

**Time Warner Communication,**Jan 2007 – May 2008

**Customer Service and Sales Representative, 40 hours weekly**

∙    Assisted customers with their question and queries about services and billing

∙    Helped existing customers find the packages that best suited their needs

∙    I helped fellow co-workers by instructing them how to assist their caller’s issues

**Cohan Computers,**July 2000 – Nov 2006

**Operations Coordinator, 40 hours weekly**

∙    Drove delivery vehicles to television and production offices

∙    Loaded, unload and placed computer and printer equipment in office areas

∙    Installed computers and fixtures and troubleshot computer networks

∙    Experience in providing remote technical assistance to the client

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***Education and Accomplishments:***

**Reseda High School** Reseda, CA

General Education / High School Diploma

**LA Valley College** Valley Glen, CA

Completed Several Courses in Architecture and Cinema

**Los Angeles County Fair** Pomona CA

3rd Place Ribbon winner for architectural drafting project

***References:***

**Syd Cohan *(213) 369-6585***

***Ivan Medoza    (818) 462-4131***

***Jared Reser     (818) 425-2340***

***Marc Roseman  (818) 207-6884***