

MATTHEW ZALDANA

(555) 555-5555 

matthew.zaldana@domain.com 

WORK EXPERIENCE

Payroll/Personnel Assistant at Los Angeles Valley College from August 2018 – June 2019

- Filed 1000+ weekly timesheets and 500+ new employee paperwork, with confidential information
- Contact Yasmin Aviles, Senior Personnel Assistant, at Los Angeles Valley College
 - 818-947-2416, avilesye@lavc.edu

IT Student Worker via Federal Work-Study from September 2019 – May 2020

- Imaged, configured, tested, and deployed 2500 computers; installed 10 vLANS and network switches
- Kept updated inventory of college computers (various brands), printers and peripherals
- Troubleshooted staff/professor hardware/software issues from tickets
- Contact David Cameron, IT Manager, at Los Angeles Valley College
 - 818-947-2489, camerode@lavc.edu

EOP&S, Tutor Level 3, Los Angeles Valley College from September 2018 – July 2021

- STEM Tutor, focusing on Astronomy, Computer Science, Engineering, Math and Physics
- Contact Carissa Gonzalez, Senior Program Assistant, at Los Angeles Valley College
 - 818-947-2432, gonzalcj2@lavc.edu

Recreation and Parks Systems, Administrative Intern I, City of Los Angeles from August 2021 – present

- Configured, tested, deployed and troubleshooted 150 computers and peripherals within 2 months
- Travel to locations within LA county to troubleshoot onsite computers, laptops, and printers
- Serviced repaired PC, such as motherboard, RAM, hard drive, and fans
- Contact Peter Kearns, Systems Analyst, at City of Los Angeles Rec and Parks Central Service Yard
 - 213-847-0571, peter.kearns@lacity.org

SKILLS

- Dedicated
- Detail-oriented
- 80 words/min
- Problem-solving
- Fluent in both Spanish and English
- Intermediate knowledge in VB, C# C++, Java, Python, Ruby, Inform 7, SQL, VHDL, Verilog
- Knowledge in Windows 7, 8, 10 and MacOS
- Basic PC repair (hardware/software), including virus and malware removal

EDUCATION

University Student | CSU Long Beach

AUGUST 2020 – PRESENT

3.7 cumulative GPA, Fall 2020 Dean's List, Major: Computer Science and Engineering

College Student | LA Valley College, LA Trade-Tech College, LA Mission College

AUGUST 2018 – PRESENT

3.8 cumulative Transfer GPA, Dean's Honors List, Major: Computer Science

High School Graduate | Clark Magnet High School

AUGUST 2014 – JUNE 2018

3.8 GPA; Math, PE, Comp Apps, AP Spanish, History, GUSD Spanish Bilingual awards; Astro Club Pres, VP