|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Matthew Zaldana  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](mailto: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](mailto: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](mailto: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](mailto: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 Biliteracy awards; Astro Club Pres, VP