

# Chris Villanueva

Extremely organized with years of experience in successful planning and execution of small to large projects. Proven ability to balance priorities, meet deadlines, and produce top quality work. Focuses on adaptability and taking initiative in ensuring good teamwork.

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## EXPERIENCE

### Metadata Coordinator

*Spafax* Dec 2019 - Apr 2020

- Developed Excel VBA tools to improve workflow and quality of spreadsheets.
- Analyzed data on inflight entertainment systems and online databases.
- Coordinated with different media distributors to gather media assets and ensure copyright information is updated.

### Aerial Telecommunication Analyst

*Ridgeline Telecom* May 2019 - Aug 2019

- Created new methods and programs to automate data entry work which increased Excel spreadsheet productivity.
- Evaluated telecommunication network problems and constructed efficient solutions.
- Checked the quality of other colleagues' work to ensure accuracy and provided constructive feedback.

### Head Server and Caterer

*Stonefire Grill* Feb 2012 - Jan 2019

- Resolved customer problems by investigating issues and answering questions.
- Ensured a clean, comfortable, and inviting environment.
- Successfully worked under fast paced and high pressure situations.
- Trained and led teams of up to twelve people to cater up to 1500 guests.

### Vice President

*Association for Computing Machinery-Women (CSUF Chapter)* Aug 2017 - May 2018

- Assisted club activities that help promote women and other underrepresented groups in technology.
- Designed educational programs to encourage students to take a career path in the science and engineering fields.
- Recruited new members by advertising and engaging with students.
- Handled media productions to help promote and provide insight of organization.

### Lead Coordinator

*California State University, Fullerton Computer Science Department* Feb 2017 - Apr 2018

Key Events:

- |                                     |                      |
|-------------------------------------|----------------------|
| - ACM-W Code Camp                   | Feb 2017 - May 2017  |
| - STEM Expo 2017                    | July 2017 - Oct 2017 |
| - Creative Coding                   | Jan 2018 - May 2018  |
| - ECS Diversity & Leadership Summit | Jan 2018 - Apr 2018  |
- Directed the design and logistical details of academic events.
  - Maintained effective communication between different teams simultaneously.
  - Implemented new systematic structures to improve workflow and efficiency.
  - Prepared various reports of financial status with visual representation.
  - Analyzed budget and tracked purchases.
  - Resolved conflicts while still delivering the desired outcome within the deadline.
  - Reached out to professionals to come and provide insight about the technology industry to students.

## EDUCATION

### Bachelor's in Computer Science

California State University,  
Fullerton

Aug 2016 - May 2018

### Associate's in Computer Languages

Irvine Valley College

Sep 2012 - May 2016

## SKILLS

Project Management

Problem Solver

Critical Thinking

Efficient

Advanced MS Excel

Pivot Tables

Software Tool Development

Visual Models

Decision Making

Resourceful

Cost Effective

Media Production

## Technical (IT) Skills

### Software Tools

MS Word, MS Excel, MS  
Powerpoint, MS Visual Studio,  
Adobe Photoshop, Adobe  
Illustrator, Adobe Premiere

### Operating Systems

Windows 10, Mac, Linux

### Languages

Python, Visual Basic, SQL, C++,  
HTML, CSS