Gerardo Vela

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Education

Bel Air High School	August 2008 – June 2011

El Paso, TX.
High School Diploma

El Paso Community College	August 2011 – May 2014

El Paso, TX.
Associates Degree in Computer Science

The University of Texas at El Paso	August 2014 – Present

El Paso, TX.

Work Experience

Media Services Center	June 2012 – Present

El Paso Community College
El Paso, TX.
Audio Visual Assistant and IT Assistant
 Part-time position

Corresponded to deliver equipment such as overhead projectors, speakers, and other electronic equipment to classrooms. Corresponded to fix, check, and update computers from instructors, classrooms, and staff. Provided assistance in printed information onto transparencies, laminate printed materials, and duplicate audio/video tapes. Responsible for the installation and maintenance of computers and projectors. Responsible for repairing equipment, configuring software and hardware.

Xerox Services	June 2014 – August 2014

El Paso, TX.
Data Entry position
Full-Time

Corresponded to enter data from license plates into the computer for storage by inputting alphabetic and numeric information on keyboard. Corresponded to verify data by reviewing, correcting, deleting, or reentering data.

Volunteer Experience

Computer Science & Information Technology Club   September 2013 – May 2014
El Paso Community College
 El Paso, TX.
Secretary

Maintain paperwork and reports. Maintain effective records and administration. Take the minutes during the meetings. Scheduled appointments and workshops. Provide necessary support and supervision to the club.

Math into Latex Workshop   April 2014
El Paso Community College
 El Paso, TX.

Corresponded to give a workshop using the programming language Latex. Show how to add mathematics formulas into a more professional document.

Introduction to Latex Workshop   March 2015
The University of Texas at El Paso
 El Paso, TX.

Corresponded to give a workshop about an introduction to Latex. Covered basic concepts and commands, how to write a single document. Covered the difference between Microsoft Word and Latex.

Special Skills

• I have experience in the use of computers and softwares, including Microsoft Word, Microsoft Power Point, and Microsoft Excel.

• I have experience with the programming languages such as Java, Latex, and C.

• Type approximately 50 words per minute.

• I'm bilingual (English and Spanish).

• I'm skilled in the use of the internet.

• Good communication skills.