Don Grace III

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# Education

## High School Diploma | May 19, 2016| Maricopa Highschool

Related coursework: AP and Honors classes

## Central Arizona College | August 2020- Present (Finishing May 2023) |

Major-AAS Software Development

Current GPA- 4.0

# Skills & Abilities

* HTML/CSS/JavaScript/Java/Python/C#/SQL/C++
* Office 365/Access/Databases/WordPress
* Creativity/design
* Multi-tasking
* Attention to detail
* Reorganizing/improving efficiency
* Working in/leading small teams
* Very quick learner and always open to criticism/advice for improvement

# Experience

## Production Technician | Arrow Electronics | May 4 2021-Current

* Responsible for performing builds of computing products/installing system hardware and components.
* Software loading, and system configuration. Performs large rack assembly and cabling. Test product and software loads.
* Perform basic system troubleshooting.
* Utilize database management system to report progress of work orders and to create tickets for escalating issues or ordering replacement parts

## Diamond Lounge Bartender | Harrah’s Ak Chin | October 2018-March 2020

* Created my own recipes that were promoted as specialty holiday/event drinks of the day.
* Prepare ordered drinks with proper portions and ingredients in accordance to company policies.
* Operate a cash register, ringing the proper amount into the register and giving the guest or server the correct change.
* Maintain a respectful control over guests at all times.
* Recognized multiple times for excellent customer service and communication skills.

## Lounge Server | Harrah’s Ak Chin | May 2018-October 2018

* Take drink orders, communicate with bartender utilizing the proper calling order, assist in the preparation of drinks and present drinks to guests.
* Maintains current and accurate information regarding menu (i.e., preparation). Greet each guest seated in assigned station. Take initial food and/or beverage order.
* Operate Point of Sale system

## Facilities Assistant | ASU | August 2016-May 2017

* First Responder to two serious guest injuries (Knee and Shoulder dislocations) on separate occasions
* Responsible for assisting the Operations Manager as well as day-to-day tasks including but not limited to greeting and directing members, guests, and staff as they enter the gym.
* Provide assistance to members and perform various administrative duties as required.

## Pet sitter | Home Is Where The Hound Is | May 2017-June 2018

* Built relationships with clients and consistently provided excellent service
* High attention to detail in following customer care notes.