

EDWIN RUIZ

OBJECTIVE

To become associated with a company where I can utilize my skills and gain further experience while enhancing the company.

EDUCATION

California State University, Los Angeles, Los Angeles, CA

Bachelor of Science in Computer Science, June 2018

Dean's List 2017

Santa Monica College, Santa Monica, CA

December 2015

Associate of Science in Computer Science Graduated with Honors, 2015

Associate of Science in Computer Programming Graduated with Honors, 2015

FreeCodeCamp

Certificate in Front End Development 2016

SKILLS

Coding: JavaScript, Java, PHP, HTML, CSS

Database: MySQL, MongoDB, SQL

Software: Microsoft Word, Excel, & PowerPoint

LINKS

Github: [/edwinruizr](#)

LinkedIn: [/in/edwin-ruiz](#)

CodePen: [/edwinruizr](#)

Site: [edwinr.me](#)

EXPERIENCE

Los Angeles Superior Court | Student Professional Worker

June 2017 – Present

- Front desk reception for purchasing and contracts division.
- manipulate Excel document of open purchase orders for supervisors.
- create and file contract folders

Abraham Lincoln University | IT Support Specialist

June 2016 - Present

- Made SQL report for Moodle courses to track students' assignments, quizzes and forum posts which can easily be accessed by student services to track student engagement and participation.
- Build course pages based on course syllabus and create user accounts with appropriate permissions.
- Provide students and staff with technical support with applications (e.g., Moodle, Adobe Connect, ExamSoft) and computer issues.
- Make changes to pages on main site (WordPress site) and Moodle site (HTML, CSS, and PHP).
- Used a Google Admin service account, Google Admin API, and Node.js to create a site where newly registered students can go and create a new school email, taking that task away from our department.
- Create script to post recorded Adobe Connect meetings on Moodle site.

California State University, Los Angeles | Information Technology Trainer

June 2016 – June 2017

- Teach workshops about software to students (Microsoft Office).
- Create and update documentation on training material for software (e.g., Microsoft Suite, SPSS, Camtasia Studio) which are posted on school site.
- Use Adobe Captivate, Microsoft Word, and PowerPoint to update training material.
- Attend student orientation and inform students about department services offered.

Caledonian, Inc. | Tutor

June 2016 – October 2016

- Tutor students in using Windows 10, Microsoft Word, Excel, and PowerPoint

UPS | Package Handler

July 2012 – June 2016

- Received certificate for no injuries every year there
- Received shirt for being an "elite loader"

VOLUNTEER

Coalition for Humane Immigrant Rights, Los Angeles

March 2017 – June 2017

Data Entry

Los Angeles School Police Department / Operation School Bell

June 2006 – June 2010

Assisted officers in community activities such as after school programs mainly at Norwood Elementary. Assisted Operation School Bell in packaging school uniform, shoes, supplies and hygiene products for children.