

ERIC PUTKO

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PROFESSIONAL SUMMARY

Recent graduate in Computer Information Systems (CIS) - Web Development with hands on experience in WordPress, WooCommerce, and IT troubleshooting. Skilled at building and optimizing websites, integrating e-commerce systems, and solving technical issues. Brings 7+ years of professional experience in operations, administration, and quality control, with a strong record of adaptability and teamwork. Currently pursuing CompTIA A+ Certification to expand IT support capabilities.

EDUCATION & CERTIFICATIONS

Associate of Science – Computer Information Systems (Web Development Focus)

Cuyamaca College, El Cajon, CA – Dec 2024

- Certificate of Specialization: Web Programming
 - CompTIA A+ Certification Prep: Completed coursework, exams in progress
 - Introductory & Intermediate Java Programming: Ongoing
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TECHNICAL SKILLS

- Web Development: HTML, CSS, JavaScript, PHP, MySQL, WordPress, WooCommerce, Square POS Integration, Bluehost, Elementor
 - IT / Systems: Windows OS, Database Troubleshooting, System Optimization, Adobe Creative Cloud (Photoshop, Illustrator, Lightroom)
 - Professional: Technical Troubleshooting, Process Improvement, Documentation, Cross Team Collaboration, Client Support
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PROFESSIONAL EXPERIENCE

Web Development & IT Intern – Porchlight Community Services (2025)

- Built and deployed a WordPress e-commerce site using Bluehost, Elementor, Razzi Theme, and WooCommerce to support sustainable initiatives.
- Integrated Square POS with WooCommerce, resolving syncing issues to improve inventory tracking and streamline financial workflows.

- Troubleshoot hosting and backend issues, including database conflicts, plugin overload, and 50GB of wasted storage.
- Designed responsive layouts (Home, Shop, Contact, Donation) emphasizing user experience and accessibility.
- Mentored peers and collaborated in a team environment, taking initiative to research and implement solutions without direct supervision.
- Developed adaptability and self learning skills while delivering under challenging and shifting requirements.

Warehouse Manager, Office Administrator, Expeditor, Accounting Clerk – ProSource Wholesale (2016–2023)

- Oversaw purchasing, invoicing, and vendor relations, ensuring compliance with company terms and accurate SKU based pricing.
- Supervised shipping and receiving logistics across LTL freight, parcel services, and vendor pickups.
- Maintained inventory and financial accuracy using Resource and Financial Management System (RFMS).
- Provided administrative and technical support for cross departmental operations, strengthening efficiency and client communication.

Quality Assurance Technician & Machine Operator – Suja Life LLC (2014–2016)

- Ensured FDA compliance by verifying incoming freight, product testing, and documenting temperature control data.
- Programmed and validated High Pressure Processing (HPP) machines to meet strict production requirements.
- Resolved non compliance issues, quarantined defective products, and maintained detailed QA records for review.

Product Assembler & Finisher – Taylor Guitars (2009–2013)

- Prepared guitar components for finishing by sanding, masking, and applying polyurethane/satin coatings with precision.
- Operated finishing equipment (pressure pot sprayers, UV ovens, pneumatic sanders, buffing wheels).
- Assembled guitar electronics, soldered components, and performed quality inspections to meet brand standards.