

# ERIC PUTKO

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## OBJECTIVE SUMMARY

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I am a recent graduate with strong skills in HTML, CSS, JavaScript, PHP, MySQL, Graphic Design, and Database Management. I am looking for an entry-level web developer position in front-end, back-end, or full-stack development. I hold an Associate of Science degree in Computer Information Systems (CIS) with a concentration in Web Development, and I am eager to use and improve my skills.

I have succeeded in every job I have held. I enjoy learning from all aspects and finding ways to improve my processes. I like working with others to create a good team atmosphere. I am an adaptable and valuable team member who aims to do my best while sharing and learning from different viewpoints to understand project goals and requirements.

## EDUCATION

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[Cuyamaca College | El Cajon, CA](#)

[Graduated 2024](#)

- Associate Degree in Computer Information Systems (CIS) Web Development
- Certificate of Specialization in (CIS) Web Programming
- CompTIA A+ Certification (In Progress) – IT fundamentals and hardware/software troubleshooting.
- Introductory Java Programming (In Progress) – Object-oriented programming basics.

## SKILLS

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- Adobe Photoshop & Lightroom | Data Analysis | Computer Literacy
- Attention to Detail | Problem Solving | Versatility | Quick Learner
- Communication | Positive Attitude | Jack of All Trades

## WORK EXPERIENCE

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**Warehouse Manager, Office Administrator, Expeditor, Accounting Clerk**

[ProSource Wholesale](#)

[November 2016 – September 2023](#)

- Managed comprehensive review and strategic placement of purchase orders, ensuring alignment with customer agreements and company Terms and Conditions.
- Secured and processed payments, verifying accurate pricing and invoicing based on vendor agreements and matching manufacturer SKUs properly.
- Supervised the shipping and receiving process utilizing Owner/Operator Trucking Businesses, Parcel Services, and Less Than Truckload (LTL) Freight.
- Coordinated pick-ups and deliveries with clients and vendors, maintaining clear communication for precise scheduling.
- Matched paperwork for physical products with system purchase orders, proactively addressed discrepancies, meticulously organized warehouse inventory, and logged the information into our Resource and Financial Management System (RFMS).

### **Quality Assurance Technician & Machine Operator**

Suja Life LLC

June 2014 – October 2016

- Verified incoming products via freight, ensuring accurate documentation and records of temperature monitoring up to arrival, as well as throughout the entire production process, resolving any non-compliance issues following FDA regulations.
- Verified product and machine parameters before processing with our High-Pressure Processing (HPP) machines. This ensured that machine operators received the correct programming to meet specific processing requirements for each production batch, as mandated by the FDA.
- Implemented resolutions for non-compliance issues and quarantined products that did not meet quality standards for further inspection.
- Collected and tested samples of products and work environment during the whole process verifying conditions were within regulations and FDA compliance.
- Reviewed and uploaded documents and production data into the company system for record-keeping and review by the lead Quality Assurance Manager.

### **Product Assembler & Finisher**

Taylor Guitars

August 2009 – March 2013

- Followed detailed manufacturing plans and verbal instructions to prepare guitar necks and bodies for painting and finishing.
- Sanded all surfaces and rough edges, cleaned binding and trim, and meticulously masked delicate rosettes and fretboards for the painting and finish process.
- Mixed and applied polyurethane and satin mixtures; prepared painting booths for the finishing application process using pressure pot paint sprayers and UV ovens.
- Inspected products for defects, addressed quality issues, and utilized pneumatic sanders and buffing wheels for an optimal finish.
- Assembled guitar electronics using custom tools, handcrafted pickups, and soldered components with precision.