

ERIC PUTKO

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PROFESSIONAL SUMMARY

CompTIA A+ Certified professional with an Associate in CIS – Web Development and 7+ years of administrative and operations experience. Skilled in web development (HTML, CSS, JavaScript, PHP, MySQL), IT troubleshooting, and customer-focused support. Recognized for adaptability, problem-solving, and attention to detail, with proven success in both technical and administrative environments. Seeking to contribute to IT, web development, or administrative teams by combining technical expertise with organizational strengths.

EDUCATION & CERTIFICATIONS

- Associate of Science, CIS - Web Development | Cuyamaca College 2024
 - CompTIA A+ ce Certification - Credential ID: COMP001022888034
 - Certificate of Specialization - Web Programming
 - Certificate of Specialization - Computer Programming (In Progress)
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SKILLS

Technical Skills:

- HTML, CSS, JavaScript, PHP, MySQL, Database Management, WordPress, WooCommerce, Adobe Photoshop, IT Troubleshooting (Hardware/Software).

Core Competencies:

- Customer Service, Problem Solving, Administrative Management, Scheduling & Logistics, Quality Assurance, Team Collaboration, Attention to Detail, Process Improvement, Adaptability.
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PROFESSIONAL EXPERIENCE

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

- Integrated Square POS with WooCommerce, resolving syncing issues to improve inventory tracking and streamline financial workflows.
- Troubleshot hosting and backend issues, including database conflicts, plugin overload, and 50GB of wasted storage.

- Built and deployed a WordPress e-commerce site using Bluehost, Elementor, Razzi Theme, and WooCommerce to support sustainable initiatives.
- Designed responsive layouts (Home, Shop, Contact, Donation) emphasizing user experience and accessibility.
- Mentored peers and collaborated on solutions, enhancing team productivity.
- Adapted quickly to new platforms and requirements, ensuring deliverables met deadlines despite shifting priorities.

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.
- Provided professional client support by resolving order discrepancies and maintaining clear, consistent communication with contractors and vendors.
- Supervised shipping and receiving operations, coordinating LTL freight, parcel services, and vendor deliveries to ensure timely fulfillment.
- Maintained inventory and financial accuracy using the 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.