**ERIC PUTKO**

**Phone:** [619.750.9032](tel:+16197509032) | **Email:** [ericputko@gmail.com](mailto:ericputko@gmail.com) | **Portfolio:** [eputko89.github.io](https://eputko89.github.io/)

**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

**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

**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.
* Troubleshot 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.