ERIC PUTKO

Phone: Upon Request | Email: [ericputko@gmail.com](mailto:ericputko@gmail.com)

**OBJECTIVE SUMMARY**

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**

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**

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

**WORK EXPERIENCE**

**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.