**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**

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)

**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.

**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.