

**VANESSA FAYE VILLALUZ**

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**Professional Summary** Possess the analytical and technical skills necessary for engineering innovative designs and applications. Self-motivated with exceptional communication, computer capabilities and work effectively with others.

**Education** **NEW JERSEY INSTITUTE OF TECHNOLOGY;** Newark, NJ  
BS, Computer Engineering; Graduated: May 2017

**ESSEX COUNTY COLLEGE;** Newark, NJ  
AS, Engineering, 2013

**SAINT JOSEPH INSTITUTE;** Dingras, Philippines  
High School Diploma, 2008

**Computer Skills** **Operating Systems:** Windows 7, 8, 2000, 10, Vista, XP, Linux, Unix, Mac OS 10, X  
**Applications:** MS Excel, MS Word, MS Access, MS Visio, AutoCAD, Adobe Acrobat, Multism, Wireshark, MatLab, R Programming, Arduino, Foxpro, Pubtrac, iAddress, Royal Mail  
**Database Engine:** MySQL  
**Lab Equipment:** DC/AC Power Generator, Oscilloscope, Logic Probe, Schematics, Arduino  
**Programming Languages:** C++, JAVA

**Skills**

- Fast learner; ability to adapt quickly to changing priorities
- Strong organizational and time management skills
- Fluent in Tagalog
- Honest Employee
- Creative Problem Solving
- Excellent attention to detail
- Friendly
- Able to train new hires

**Work Experience**  
July 2018 – present

**IMEX Global Solutions;** Carlstadt, NJ  
*Full-Time Lead Data Processing Specialist*

- Perform quality assurance checks of team's work ensuring input accuracy meets department standards
- Uses iAddress Software to correct/validate Canadian address for the shipping data
- Identify and support process improvements
- Uses computerized Pubtrac and Foxpro software to correct, input and process the shipping data
- Uses Royal Mail Software to correct/validate and create bag tags labels for UK shipments
- Enters and ensures all the information is correct before processing in Pubtrac
- Generates the right output files for productions.
- Trains new hires

Nov. 2017 – present

**Livingston Inventory Services;** Livingston, NJ  
*Part-Time Inventory Specialist/Trainer (weekends)*

- Responsible for counting all products and supplies
- Responsible for training new hires
- Locates and removes expired items
- Uses computerized inventory software to record and track all inventory related data
- Adds new item to database

- Feb. 2017 – June 2018 **De Lorenzo, Arthur J. MD pediatrician office**; West Caldwell, NJ  
*Part-Time Doctor's Assistant*
- Answers phones and schedules for appointments
  - Files patient charts
  - Records the right diagnose on patients bills
  - Assists the doctors with the patients
- Jan. 2016 – Dec. 2016 **Dr. Abdi Ali Research Group**; New Jersey Institute of Technology, Newark, NJ  
*Undergraduate Researcher*
- Research focuses on high-speed underwater communication wirelessly
  - Uses MatLab to convert an image to signals and to send the signals underwater
  - Analyzes the received signals
  - Uses MatLab to receives the signals and then decode the signals to original image
- Feb. 2015 – Dec. 2016 **Brooks Brothers**; Short Hills Mall, NJ  
*Ladies Sales Associate*
- Styles women and children for special events (i.e. meetings, birthdays, luncheons, parties)
  - Promotes a large number of high-end clientele from sizing appointments for suits and seasonal fashion looks
  - Provides excellent customer service skills by assisting with clothing purchases
  - Handles register transactions
  - Maintains cleanliness, and the visual of the store
  - Answers customer complaints and solve flawlessly
  - Handles inventory
- Nov. 2014 – Jan. 2015 **Kate Spade New York**; Short Hills Mall, NJ  
*Seasonal Sales Associate*
- Provides excellent customer service skills by assisting with clothing purchases
  - Handles the register transactions (purchases, returns and exchanges of merchandise)
  - Follows and achieves department's sales goals on a monthly, quarterly and yearly basis
  - Manages inventories
  - Maintains cleanliness of the store
- Dec. 2013 – July 2014 **Juicy Couture**; Short Hills Mall, NJ  
*Sales Associate*
- Welcome customers to the store and answer queries
  - Assess customer needs and provide assistance and information on the product features
  - Ensures high levels of customer satisfaction through excellent sales service
  - Remain knowledgeable on products offered and discuss available options
  - Process POS (point of sale) purchases
  - Handles returns of merchandise
  - Process clothing delivery, fold and store
  - Maintains the visual appearance of the store by managing store displays
- April 2010 – Sept. 2012 **Family First Care**; West Orange, NJ  
*Customer Care*
- Answers customer questions and deals with complaints
  - Sends out catalogs to customers who are interested in their company's services
  - Maintains customer records to efficiently organize customer information for future reference.