

KATELYN GALVAN

CONTACT

ADDRESS

Whittier, 90604

PHONE

(562)521-3319

EMAIL

galvankatelyn218@gmail.com

SKILLS

Microsoft Office

Microsoft Outlook

QuickBooks

Marketing

Customer Service

HTML & CSS

Python

PROFILE

Full time college student who is driven and always willing to learn and grow. Offers a variety of technology skills obtained through both online coursework and employment experience.

EMPLOYMENT HISTORY

Administrative Assistant + PC Service Technician, US Computers

Placentia

Aug 2023 — Present

- Prepares and submits purchase orders and expense reports
- Presentations for potential clients
- Returns phone calls and emails on behalf of the company
- Arranges and attends meetings as required
- Installs requested software on computers
- Maintains PC Updates and configurations
- Provides technical support over the phone
- Assistance on computer repair and troubleshooting

Coding Instructor, CodeNinjas

La Habra

Jun 2023 — Oct 2023

- Created a positive and safe environment in which students can grow and expand knowledge
- Taught students a variety of skill sets, such as, 3D web design, STEM, game development, etc.
- Provided feedback to parents after working with students
- Reported weekly to Center Assistant Manager on progress
- Reported daily to Center Manager with respect to day's activities and productivity

EDUCATION

AA Business Administration, Fullerton College

Fullerton

Aug 2021 — Aug 2023

BA Computer Science, Cal State Fullerton

Fullerton

Jan 2024 — Present

High School Diploma, La Serna High School

Whittier

Aug 2017 — Jun 2021

Member of Business Academy

Volunteer for Whittier Chamber of Commerce