

Geneve (Gene) Reyes

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Summary

Affable and hardworking student with a passion for Information Technology. Six years of experience in various work environments. Positive attitude, dedicated, and always excited to learn new things.

Education

San Francisco State University

3.00 GPA

BS in Business Administration: Information Systems

December 2014

- Awarded The CIO Scholarship Fund, March 2014
- Director of Professional Development, Information Management Systems Association

Experience

IT Assistant at ZS Associates, Inc. | San Mateo, CA

Apr '13 – Current

- Solve technical issues with effective communication and careful analysis of potential causes to provide timely solutions for 160 on-site users.
- Communicate with associate to principal-level clients to schedule optimal time for laptop hardware upgrades, data transfer, and backup. Performance reviewed by managers for outstanding customer service and positive attitude.

Admin. Assistant at Spinal Diagnostics | Daly City, CA

Mar '08 – Apr '13

- Co-headed policies and procedures project by researching, drafting, and implementing state and federal compliance requirements, which led to continued profit generation throughout several fiscal years.
- Spearheaded first level desktop support for 30 healthcare professionals in a fast-paced environment.

Hobbies: Drumming, weightlifting, and youth leadership.