IAN
ELLIS

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Hollister CA, 95023
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Website:
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ABOUT ME

An active, motivated, and disciplined young professional. Seeking valuable experience and opportunities for growth. Track-record of consistent attendence, organization skills, and excellent interpersonal communication. Strong drive to learn and deliver positive results.

TECHNICAL SKILLS

HTML5
CSS
JavaScript
NPM
ReactJS
Git
Github
APIs
Adobe Illustrator
Adobe Photoshop
Adobe Indesign

WORK EXPERIENCE

4LEAF (Hollister)
(831) 636-4355
Supervisor: Minnie Arredondo
(209) 620 5900
Dec 2022 - Present

Administrative Assistant
During my time with 4LEAF my responsiblities have primarily been to provide customer service, manage files, schedule inspections for the city, and process applications. Frequent use of Microsoft Outlook, Excel, and additional software programs such as Incode, a city-wide program used for handling legal information and documents in the city of Hollister.

CREATIVE LABELS INC
+1(408) 842 0376
Supervisor: Robert Rivas
(831) 902 5469
Gilroy
Aug 2021 - Nov 2022

Ink Technician
Job duties include preparing and mixing ink to match pantone colors for production, pre-pressing tools, keeping track of inventory and orders, heavy lifting, and collaborating with team-members to address problems and complete tasks. Spent considerable time operating machinery as well.

CHAMBERLAIN'S YOUTH SERVICES
Discontinued...
Supervisor: Lacisha Smith
(831) 537 8271
Hollister
July 2019 - Aug 2021

Peer Partner
Job duties include cooking, cleaning, tracking inventory, positively interacting with struggling foster youth in the community, and collaborating with co-workers to ensure a communicative and positive environment for clients and guests alike.

EDUCATION

HOLLISTER HIGH SCHOOL
Hollister
2015 - 2019

Diploma
General high school eduction. Achieved honor roll multiple times.

CABRILLO COLLEGE
Aptos
2020 - Present

Degree in progress
Currently studying graphic design and web development.