



## ABOUT ME

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

## TECHNICAL SKILLS

HTML5  
CSS  
JavaScript  
Python  
SQL  
C++  
NPM  
ReactJS  
Git  
Github  
APIs  
Adobe Illustrator  
Adobe Photoshop  
Adobe Indesign

# IAN ELLIS

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[www.ianellis-developer.com](http://www.ianellis-developer.com)

## WORK EXPERIENCE

### 4LEAF (Hollister)

(831) 636-4355

Supervisor: Minnie Arredondo

(209) 620 5900

Dec 2022 - Aug 2023

### CREATIVE LABELS INC

+1(408) 842 0376

Supervisor: Robert Rivas

(831) 902 5469

Gilroy

Aug 2021 - Nov 2022

### CHAMBERLAIN'S YOUTH SERVICES

Discontinued...

Supervisor: Lacisha Smith

(831) 537 8271

Hollister

July 2019 - Aug 2021

## EDUCATION

### HOLLISTER HIGH SCHOOL

Hollister

2015 - 2019

### CABRILLO COLLEGE

Aptos

2020 - Present

### Administrative Assistant

During my time with 4LEAF my responsibilities 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.

### 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.

### 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.

### Diploma

General high school education. Achieved honor roll multiple times.

### Degree in progress

Currently studying Computer Science at Cabrillo College.