ANTHONY MEUNIER

43886 Marbella St • Lancaster, California 93536 • (818) 312-5838 • infamousantho@gmail.com

SUMMARY — TARGETING QUALIFIED INFORMATION TECHNOLOGY AND QUALITY ASSURANCE POSITIONS

- Quickly learn and master new technologies; demonstrates success in both team and self-directed projects.
- Analytical approach with strong critical-thinking skills lend to attention to detail in order to understand and apply problem solving techniques.
- Proficient in a wide range of computing systems, languages, tools and testing methodologies.
- Personable and positive; applies interpersonal aptitude to effectively communicate with coworkers, clients, and vendors.
- Flexible, hardworking and can adapt easily to changes in both schedule and work environment; welcomes challenges and applies each and every unique experience to personal and professional growth.
- Energetic and dedicated; reputation for consistently going beyond what is required. Always striving to grow professionally.

EDUCATION & CREDENTIALS

DEVRY UNIVERSITY   **AUGUST 2016**
BACHELOR OF SCIENCE IN COMPUTER INFORMATION SYSTEMS

- 4.00 GPA, Graduated Summa Cum Laude
- Concentration in Health Information Systems
- Dean's List Recipient, Every Semester in Attendance

ANTELOPE VALLEY COLLEGE   **June 2011**
ASSOCIATE IN ARTS IN LIBERAL ARTS AND SCIENCES: SOCIAL/BEHAVIORAL SCIENCES

- 3.56 GPA, Graduated Magna Cum Laude
- Dean's List Recipient, Spring 2009
- Dean's List Recipient, Spring 2011

TECHNOLOGY SUMMARY

- SYSTEMS: Linux, Windows OS, Mac OS
- DATABASES: Oracle, Relational Databases
- LANGUAGES: Visual Basic, C#, JavaScript, SQL, HTML, CSS, ASP.NET
- SOFTWARE: Visual Studio, Microsoft Visio, Microsoft Office Suite, Microsoft Project

WORK HISTORY

STAPLES OFFICE SUPPLY   **05/2014 – Present**
SALES / LOGISTICS   PALMDALE, CA

- Process and complete sales through use of an Order Management System, establishing efficient and sociable environment to engage and complete customer transactions.
- Provide customer service to help locate available products and highlight their features in order to satisfy customer's needs.
- Prepare and maintain clean working stations and environment in order to reduce workplace accidents.
- Unload and sort freight and check for accuracy; familiar with warehouse duties – including using pallet jack, baler, and stacking pallets.
- Organize and zone store inventory on a daily basis to present and uphold a brand image.
- Cross-trained in every job role (cashier, technology, copy and print center) and able to proficiently perform tasks not directly related to job title.

BEST BUY (SEASONAL)   **10/2012 – 02/2013**
GEEK SQUAD INSTALLER   PALMDALE, CA

- Aided in the installation and setup of home theater equipment by properly determining and using any necessary tools while understanding and following housing-code in order to efficiently and safely complete all jobs.
- Interacted with clients in an in-home setting and served as a facilitator of strong customer-company relations by personally contacting and following up with customers on behalf of the company; handled most processes of communication with client outside of initial store experience.
- Used an Order Management System to ensure all facets and components necessary to process and expedite setup and completion of job-related functions were in order.

THERMAL COMFORT SYSTEMS   **06/2007 – 08/2011**
CLERICAL / DATA ENTRY   NORTHRIDGE, CA

- Performed data entry via QuickBooks in order to maintain up-to-date and accurate logs of business transactions.
- Organized and filed important account documents and invoices for quick reference and access to all previous work performed.
- Assisted in everyday office tasks including: answering and redirecting phone calls, scheduling appointments, and communicating with clients via fax and email.

References available upon request.