

Adam Hebel

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Education

California State University San Marcos

Pursuing Bachelors in CIS
San Marcos, California
Graduate May 2020

Employment History

San Diego County Water Authority

San Diego, California

Senior Intern (directed other interns)

November 2016 - April 2019

Work duties consisted of responding to emails, working and scheduling events, solving IT issues in the department, collaborating on various tasks with other interns and staff, and training new incoming interns. Competing deadlines developed multi-tasking and time management skills.

Skills learned:

1. Strong communication.
2. Managing multiple tasks with competing deadlines.
3. Teamwork.
4. Team management.
5. Large and small scale event planning/execution.
6. Leadership.
7. Training

Accomplishments:

1. Created the Alumni portion to the Citizens Water Academy database using Access.
2. Scheduled various events for public outreach.
3. Created videos for innovation and engineering.
4. Edited and added information to the SDCWA website.
5. Designed and finalized retractable banners.

6. Trained 3 separate groups of incoming student interns.

Christine's Cleanse Corner

San Diego, California

Shipper

November 2014 - December 2016

Primary shipper work duties consisted of answering phones, packing customer orders, creating shipping labels, receiving shipments, and restocking product shelves.

Skills Learned:

1. How to handle multiple tasks.
2. Strong communication.
3. Teamwork.
4. Order tracking.

Accomplishments:

1. Setting up UPS and USPS label printers.
2. Troubleshooting computer issues.
3. Printer troubleshooting.

CSUSM CSS IITS

San Marcos, California

Student Labtech

November 2014 - December 2016

Primary duties involved: Solving any and all computer issues, On call for classroom support, managing helpspot, computer refreshes and reimages, AV setup and troubleshooting, responding to emails and completing projects.

Skills Learned:

1. Managing multiple tasks with competing deadlines.
2. Strong communication.
3. Teamwork.
4. Ticket tracking.
5. AV troubleshooting.
6. Room wiring.
7. Windows troubleshooting.
8. Mac troubleshooting.

Accomplishments:

1. Quality assurance and setup at ELB.
2. Troubleshooting computer issues.
3. Creating remote rename script.
4. Conducting training for STH.

Key Skills

Soft Skills

Communication
Project Management
Team Leadership
Resourceful
Resilient
Adaptable

Hard Skills

Microsoft Excel:	Advanced
Microsoft Word:	Expert
Microsoft Access:	Advanced
Visio:	Expert
Microsoft Project:	Expert
Microsoft Publisher:	Expert
C++ Programming Language:	Advanced
Java Programming Language:	Intermediate
Computer Hardware:	Expert
SQL:	Intermediate

References

Teresa Penunuri

Supervisor

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San Diego County Water Authority

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California State University San Marcos

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San Diego County Water Authority

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California State University San Marcos