

# Jose Arriaga

Houston, TX

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832-208-0754

To obtain a job with an available part time position to continue education at school for Computer Science and Information Technology and to contribute to a positive work environment while learning and applying work expectations.

## Work Experience

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### **Counter Server**

Pappas Bar-B-Q - Houston, TX

March 2019 to Present

Prepares the food, stocking supplies, serving, charging people for their food, handling cash, credit cards, and a cash register, cleaning tables and counters, resetting tables, greeting customers and answering questions.

### **Sales Associate/Computer Technician**

Office Depot

July 2018 to November 2018

Operating cash registers, managing financial transactions, and delivering excellent customer service. Provided computer diagnostics and repair in-store and successful in selling other computer services.

## Education

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### **High school**

Stephen F Austin High School

May 2019

## Skills

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AUTOCAD (2 years), JAVA (Less than 1 year), LINUX (3 years), MICROSOFT OFFICE (6 years), Computer Repair, Desktop Support, Python (3 years), 100WPM, Quick learner, POS Systems (1 year)

## Certifications/Licenses

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### **Microsoft Technology Associate Security Fundamentals**

February 2019 to Present

Microsoft's Security Fundamentals exam tests your knowledge of physical security, Internet security, operating system security, network security and software security.

### **TestOut Client Pro**

February 2019 to Present

The TestOut Client Pro course focuses on teaching configuration tasks performed on the client computer by a desktop administrator in a business environment.

### **Microsoft Technology Associate Windows Operating System Fundamentals**

March 2019 to Present

Windows Operating System Fundamentals certification have demonstrated fundamental knowledge of Operating System Configurations, Installing and Upgrading Client Systems, Managing Applications, Managing Files and Folders, Managing Devices, and Operating System Maintenance. The MTA program provides an appropriate entry point to a future career in technology.

### **Additional Information**

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#### **SKILLS**

- Technical Skills (Computer • Good Communication Programming in Java and Python, • Adaptability Computer Building and Repair, • Teamwork Microsoft Office Suite, Photoshop CS6, • GNU+Linux and AutoCAD.)
- Time Management