

# LUIS MANUEL GAPULTOS CANLAS

5521 Sunview Way  
Antioch, CA 94531  
925-436-2122  
lmgc.jobs@gmail.com

An aspiring client-centric self-taught Information Technology specialist, motivated and driven with self-improvement. Familiar with fast-paced work environments, in which I can be self-sufficient, or when necessary, a collaborative team-orientated individual. I'm prepared to be a student myself, of modern corporate IT practices/technologies, and am eager to mentor future information technology associates.

## EXPERIENCE

Cashier Supervisor | *UNIQLO - Concord, CA*

March 2018 - March 2020

- Supervised current associates and trained new employees
- Utilized the Microsoft Office Suite(i.e Microsoft Excel/Word) to document daily/weekly/monthly earnings
- Accounted the earnings of the company and projected the simplified data towards employees for easier understanding
- Developed strategies to grow UNIQLO's consumers base and maximize in-store purchases
- Planned and executed stock shipments in receiving, maintaining, and properly documenting stock for instore warehouse
- Managed associate's schedule, tasks, and breaks/lunches
- Monitored current cashiers and cash registers thoroughly
- Maintained a well-kept working/shopping environment

## EDUCATION

Computer Network Technology Information & Communication  
Technology AS | *Diablo Valley College - Concord, CA*

August 2020 - Present

## CERTIFICATION

CompTIA Network+ | Completion Date : December 2021

## Skills

- Knowledgeable of Microsoft Windows Operating Systems
- Proficient computer literacy
- Developed and trained new associates
- Familiar with troubleshooting Windows computers
- Experience with inventory management
- Client-Centric
- Excellent interpersonal communication
- Data Entry/Microsoft Office Suite
- Adaptive to various tense scenarios
- Self - sufficient
- Thrive in team environments

## Languages

- English - Fluent
- American Sign Language(ASL) - Intermediate Proficiency
- Tagalog - Novice Proficiency