

Luis A Garcia Raygoza

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Git Hub | <https://github.com/lluisggarcia>

SUMMARY

Experienced Office Management and Administration Professional optimizing productivity, efficiency, and service quality across various environments of technology and management. Highly dependable, ethical, and reliable support specialist and leader that blends advanced organizational, technical, and business acumen. Works effectively with cross-functional teams in ensuring excellence.

EDUCATION

Chaffey College

Business and Technology / Associates
Social Behavioral Sciences / Associates

Rancho Cucamonga

04/20/2021

California State San Bernardino

Information Systems and Technology – Cyber Security / Bachelor

San Bernardino

Currently Attending

WORK EXPERIENCE

Marsa Concepts

Office Manager

Rancho Cucamonga

11/2016 – 07/2021

- Coach new hires on company processes while managing employees to achieve maximum production.
- Oversee office inventory activities, including ordering and requisitions, stocking and shipment receiving.
- Helping improve key details on products with Html on the company's E-commerce website.

Avc Corp

Quality Assurance Clerk/ Lab technician

Compton

02/2015 – 08/2016

- Completed deviation forms and recorded findings of inspection process, collaborating with quality team members and department manager to implement procedural remedies.
- Developed monthly, end-of-quarter, and other statistical reports, including analysis for leadership team and for quality improvement program outcome studies.
- Assist with software installation to implement label creation with keywords.

TECHNOLOGIES EXPERIENCE

- Updating HTML content for the Marsa Concepts E-commerce website page.
- Creating my own landing pages with HTML, CSS, Boot Strap, Sass and JavaScript.
- Troubleshooting inner problems within computer components.
- Created a lemonade game with a group of colleagues as a team captain with Python.

SKILLS & INTERESTS

Skills:

Languages/Programs: HTML, CSS, JavaScript, Git/Git Hub, Boot Strap, Sass and Python

Bilingual: Spanish

Interests: Learning more programming languages, try to build new projects on my own. As well as learning new technologies as 3D printing and building computers on my free time.