

# Maria Manuel

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## Profile

Results-driven IT Specialist with over 15 years of experience leading technical support initiatives. Proven track record of excelling in dynamic environments by overcoming obstacles with a positive and adaptable approach. Possesses extensive customer service expertise and diverse technical knowledge. Eager to leverage skills in a challenging IT Specialist role to deliver high-quality service and drive organizational success.



## Work Experience

01/2025 – present  
Sacramento, CA

### Systems & Office Support Analyst Sloan Sakai Yeung & Wong

- Provide technical leadership, serving as the primary contact for IT support.
- Administer Microsoft 365 and maintain SharePoint file storage while collaborating across departments to gather user requirements.
- Educate employees on system features, best practices and troubleshooting methods to enhance group proficiency.
- Oversee vendor coordination by managing service requests, tracking project timelines, and ensuring compliance between operations and the firm.
- Assist in managing website content by ensuring timely updates, information accuracy to support business objectives and stakeholder engagement.
- Develop clear, easy-to-understand instructional materials, simplifying complex processes and creating accessible guides that enhance user adoption.
- Manage IT asset inventory, including software licenses, and device distribution.

05/2024 – 12/2024  
San Francisco, CA

### Student Design Trainee - ITT Project Management & Delivery San Francisco International Airport

- Assist the group with executing the department's quality, standards, and tool administration consistent with ITIL frameworks.
- Lean development practices and low-code methods for building solutions in ServiceNow.
- Collaborate with design team to contribute to various ServiceNow implementations.
- Participate in design brainstorming sessions to generate ideas for product and process improvement, as well as IT service management.
- Propose and implement new design concepts.
- Conduct user testing on prototypes and gathering feedback for design improvements.
- Assist in creating presentation materials for internal meetings.

10/2022 – 05/2024  
San Francisco, CA

### Web Developer / Support Specialist San Francisco Living Wage

- Effectively collaborated and communicated with team members and clients.
- Trained and mentored new interns, providing guidance on technologies.
- Improved website functionality by updating plugins and extensions.
- Maintained 3 websites using best practices to serve diverse groups.
- Performed duties with attention to detail in design using HTML and CSS.
- Determined appropriate debug and testing processes.
- Demonstrated strong problem-solving skills in diagnosing and resolving complex technical application issues.
- Diagnosed, troubleshoot, and configured backend settings.



## Work Experience

02/2015 – 07/2022  
San Francisco, CA

### **IT Support / Administrative Assistant We Thrive Financial**

- Cultivated and maintained vendor and high-profile client relationships.
- Conducted data analysis and created reports to identify operational trends.
- Troubleshoot and provided resolutions to software technicalities.
- Managed software and operating system updates to enhance efficiency.
- Assisted with data backup procedures to safeguard critical information.
- Configured security settings and access permissions for users.
- Documented system procedures and troubleshooting steps for reference.
- Maintain a repository for all technical documentation, ensuring easy access.
- Provided Level 1 tech support for application and hardware issues remotely.
- Supported general bookkeeping and administrative tasks.

10/2013 – 01/2015  
South San Francisco, CA

### **Sr. Legal Assistant McClellan & Corren**

- Independently supported and monitored database, proactively administering case development.
- Utilized best practices to administer data effectively.
- Managed case files efficiently, increasing client satisfaction by promptly addressing inquiries..
- Assisted in managing workflow for rotating assistants.
- Collaborated with staff to implement project management initiatives, surpassing firm objectives and meeting deadlines at least 2 days ahead of schedule.
- E-filed/edited/proofread court documentation, discovery, and trial exhibits.
- Conducted research and communicated with parties of all levels to gather documentation and review information.
- Effectively communicated with clients verbally and in writing.

11/2011 – 06/2013  
San Francisco, CA

### **Legal Assistant Lewis, Brisbois, Bisgaard & Smith**

- Monitored case flow efficiency and adhered to tight deadlines in a fast-paced, high-volume firm.
- Modified database to ensure accurate reflection of discovery status.
- Responded to all clients in a professional and courteous manner, showcasing excellent customer service skills.
- Assisted department in assuming additional responsibilities to contribute to team goals with a positive demeanor.
- Provided technical support to non-technical staff and attorneys in addressing Level 1 tech support for application issues, acting as a technical liaison to the department.

10/2006 – 10/2011  
San Francisco, CA

### **Legal Secretary Mullen & Filippi**

- Provided departmental support for Microsoft Office and various applications, offering troubleshooting and colleague training.
- Managed and maintained a database of case information, ensuring data accuracy and easy retrieval for reporting and analysis.
- Collaborated with professionals of all levels, including courthouses, to gather case status updates and perform in-depth research.
- Achieved a 90% customer satisfaction rating by delivering clear, timely, and informative case updates to clients.
- Monitored case progress with strict adherence to confidentiality, while delegating tasks to maintain workflow efficiency.
- Utilized project management tools and methodologies to track progress and deliverables, ensuring that case initiatives were completed on time.

## Education

Present

### Interdisciplinary Studies | Bachelor of Science Liberty University

- Completing coursework in Computational Science and Project Management

08/2020 – 12/2024  
San Francisco, CA

### Cybersecurity | Associate of Science City College of San Francisco

- Completed coursework in Information Technology with a focus on Networks.
- Incorporated class material into real-world scenarios in order to enhance understanding.
- Managed a demanding workload by balancing academic requirements with work commitments.
- Demonstrated commitment to continuing education by taking classes in alignment with professional goals.

08/2016 – 12/2020  
San Francisco, CA

### Health Education | Associate of Science City College of San Francisco

- Completed coursework in Health Education with a focus on Nursing.

## Certificates

### Front-end web development M.E.D.A

Completed: 11/2022

### Associate System Administrator ServiceNow

In Progress

## Skills

Microsoft Windows 10/11  
**Professional**

Linux  
**Limited**

macOS  
**Professional**

Google Workspace  
**Professional**

ServiceNow  
**Professional**

Microsoft 365  
**Professional**

Sharepoint  
**Professional**

Teams / Zoom  
**Professional**

WordPress  
**Professional**

HTML / CSS  
**Professional**

Python  
**Limited**

PowerShell  
**Limited**

Windows CMD  
**Limited**

Bash  
**Limited**

Adobe  
**Professional**

Quickbooks  
**Professional**

## Strengths

Team Collaboration

Creativity

User-Centric Design

Problem-Solving

Project Management

Oral & Written Communication

Cross-Department Collaboration

Attention to Detail

Time Management

Hardware / Software Troubleshooting

Organization

Documentation

Remote Desktop Experience

Analytical

Workflow Optimization