

MAXWELL J. SCHELLER

444 Hilltop Drive, Chula Vista, CA 91910 • C: (702) 408-2477 • Email: maxman3789@aol.com
Portfolio: <https://www.linkedin.com/in/maxwell-scheller-73a349138/>

PROFESSIONAL SUMMARY

I.T. Specialist experienced in Data Analysis, Troubleshooting, Accounting, Websites, and Apps.

SKILLS

- Mac OSX and Windows platforms
- Microsoft Office – Excel, Word, Outlook, 365
- HTML5, CSS3, Bootstrap, Wordpress, CRM
- Mobile App Development – iOS & Android
- Programming – Visual Basic, C#, Java
- ERP Software – Epicor & S.A.P.
- Adobe – Photoshop, Dreamweaver
- Active Directory
- Troubleshooting Technical Problems
- Content Writing & Data Entry
- SEO and Social Media Strategies
- Systems Development Life Cycle
- Google Analytics
- Database Design, SQL Server
- Shopify & E-Commerce
- Accounts Payable & Receivable

RELEVANT EXPERIENCE

Fire Watch, NASSCO via Labor One Staffing, 2021 – Present

4-D Movie Theater Operator, San Diego Zoo, 2020 – 2021

Data Specialist/Accounting Associate, Vantage Associates, National City, CA, 2018-2020

- Analyzed materials and serial numbers used for a new Database, ERP, and Website.
- Created images for an online catalog of available aircraft parts.
- Reviewed payments to be entered and posted for Accounts Receivable & Payable.

E-Commerce Specialist/Sales Associate, Gold & Diamond Buyers of San Diego, 2018

- Sold merchandise online through Shopify, SellBrite, eBay, Amazon, Etsy, and in person.

Surveillance Technician, CBP-Tech/Elefant Sciences, San Diego, CA, 2017

- Operated, programmed, and built surveillance equipment.
- Maintained a Security Clearance for entering restricted areas of the San Diego Airport.

Admin/Web Developer/Web Manager, Web Domain Solution, San Diego, CA, 2014 – 2017

- Expanded Web Domain Solution's growth as a start-up to be a more viable business.
- Developed websites using Bootstrap/CMS based web tools for over 100 clients.
- Instructed customers to better manage websites and navigate their CMS.
- Wrote and Marketed content for Worldwide Fishing Guide (subsidiary).

I.T. Desktop Support, Frontier Financial Group, Henderson, NV, 2013

- Troubleshoot technical problems for over 100 personnel while using a Ticketing System.
- Managed user profiles in Active Directory.

Mobile Application Programmer, samscheller.com/Guardian Elite Medical, 2011 – Present.

EDUCATION

B.S., Business Administration, Information Systems. University of Nevada, Reno 2011