

# Paul Garduque

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<https://resume-paul-garduque-pgarduque.c9.io/>

## COMPUTER PROGRAMMER ▪ INFORMATION SYSTEMS ANALYST

*Dynamic and motivated IT professional*

### PROFESSIONAL SUMMARY

- Skilled and results-oriented Entry Level IT professional with previous workplace experience consistently demonstrating a track record of reliability, professionalism and desirable results.
- Recently completed Graduate Certificate with a concentration in Programming, exposed to industry training and best practices requisite for success working in Information Technology.
- Firm knowledge of key functions in Computer Programming including networking concepts, database concepts, information security/privacy, systems analysis and planning/control.

### EDUCATION

**DeVry University**, Online Studies, 5/2014

#### **GRADUATE CERTIFICATE**

*Concentration in Programming ▪ GPA 3.63/4.0*

**DeVry University**, Fresno, CA, 10/2011

#### **Bachelor of Science in Business Administration (BSBA)**

*Double Major: Accounting and Human Resources Management ▪ Dean's List ▪ GPA 3.38/4.0*

### PROFESSIONAL EXPERIENCE

#### **COUNTY OF FRESNO**

##### **ACCOUNTING CLERK II**

Fresno, CA

6/2012 – 12/2015

- Provide basic bookkeeping services including sorting and preparing payments for deposit; tasked with posting and adjusting payments while maintaining accuracy and transparency.
- Submit claim forms to insurance companies for payment and trace old/outstanding claims to achieve resolution
- Process payments for new or current dog/canine license holders and ensure timely payment posting.
- Processed invoices for payment to automotive vendors contracted with the county.
- Directed a successful initiative resulting in adjustment to three years worth of unpaid claims valued at approximately \$60K.
- Maintain and reconcile the change fund (petty cash) for four separate divisions throughout the department; reconcile and balance totals to ensure accurate record keeping and totals.

*Continued from page one***SALES ASSOCIATE  
OFFICEMAX, INC.**Fresno, CA  
9/2006 – 3/2011

- Provided expert customer service and support in a fast-paced retail environment
- Provided leadership within the ImPress Department (printing, engraving and desktop publishing services).
- Trained department staff members on proper techniques and best practices to support operations and sales/customer service
- Performed cash reconciliations and performed weekly operational audits.
- Earned recognition from managers, colleagues and customers for excellent service and ensuring achievement of sales and performance objectives.

**Technical Skills****Applications:** MS Office (Word, Excel, PowerPoint, Outlook, Access, Project) MS Visio, QuickBooks, PeopleSoft**Operating Systems:** MS Windows, Mac OS X, Linux**Programming Languages**

C++, Java, SQL, Ruby, Rails, HTML, CSS, PHP, MySQL, JavaScript, jQuery (pending)

**Other Skills**

Creative thinking, Strong listening skills, teamwork, strong analytical ability, responsible, strong decision making, problem solving, reliable, determined and patient

**Languages**

Spanish, French

