

Romualdo De Leon
2428 Lorillard Place, Bronx, NY 10458
Tel: (714) 393-9150
Email: RomualdoDL@gmail.com

EDUCATION

FORDHAM UNIVERSITY

Bachelor of Science in Computer Science

Bronx, NY

August 2013 - Present

- Cumulative GPA: 3.4/4.0.
- Relevant Coursework: Computer Science (I & II), Data Structures, Computer Algorithms, Database Systems, Operating Systems, UNIX Systems Programming, Data Communications and Networks, and Digital Video and Multimedia

TECHNICAL SKILLS

- Programming Languages: C++, HTML/CSS, JavaScript, and Python.
- Frameworks and tools: Bootstrap, Git, Amazon Web Services, and Bash Shell Script
- Proficient in Microsoft Office Suite: PowerPoint, Excel, Word.
- Video/Audio Editing: Final Cut Pro, iMovie, and Audacity

WORK EXPERIENCE

PLATINUM MAINTENANCE

New York, NY

IT Analyst

March 2017 – Present

- Install PC hardware components, desktop OS software, and application software.
- Develop procedures to train new employees with QuickBooks and Microsoft Office Suite.
- Perform routine installations and updates of IT hardware and software.
- Provide support for all desktop IT Services including desktop PC's, laptops, smartphones, IP telephones, meeting room video conferencing and office printing.
- Answer incoming calls from clients, processing emails and logging calls.

IT Intern

June 2016 – September 2016

- Handled technical troubleshooting within an enterprise environment, including system crashes, slow-downs, and data recoveries.
- Responded to user requests for service, troubleshoot problems and develop solutions.
- Increased company workflow by successfully installing new computers and updated Microsoft Office Suite software for the entire accounting department.
- Maintained open communication and positive working relationship with staff.

FORDHAM UNIVERSITY

Bronx, NY

IT Help Desk Support

August 2013– May 2016

- Duties included troubleshooting computer software, providing Malware/Anti-Virus Support, and assisting clients with the university network and portal as well as other technical issues.
- Diagnosed hardware and software issues for Windows/MacBook Laptops and university equipment.
- Used software solutions tools for IT service management, performance management, and cloud computing management to keep track of issues and optimize service.
- Utilized the database software, Slate, to manage student profiles, assigning and organizing documents for prospective and incoming students, and auditing catalog entries for accuracy and thoroughness.

KUMON TUTORING CENTER

Fullerton, CA

Math/Reading Tutor

September 2011 – August 2013

- Tutored kindergarten through 12th grade students in math and reading.
- Assigned daily homework, administered tests, and conducted one-on-one tutoring sessions for students.

PROJECTS

PROJECT MUSE

Bronx, NY

Programmer/Front-End Developer

February 2017 – Present

- Collaborate with students at Fordham University to create a music-streaming program that plays songs based on a user's emotion.
- Assist in writing Python functions/scripts that allows the program to utilize the Spotify and Microsoft Text Analytics API as well as using Django to keep track of data in the database.
- Work with the Front-End Development Team to create the landing page and layout of the website in HTML/CSS/JavaScript.

EXTRACURRICULAR ACTIVITIES

FORDHAM COMPUTER SCIENCE SOCIETY

Bronx, NY

Active Student Member

September 2014 – Present

- Collaborate with other Fordham students in creating programs utilizing multiple coding languages.
- Assist students who are interested in programming through tutorials and lessons.
- Attend various "hackathons" to compete against other schools. Participated in NY Hack and Bitcamp.