

REGGIE DUCE

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OBJECTIVE

Current Information Systems student looking for hands-on experience in an internship. Highly committed, with a hard-working mentality motivated to learn, grow, and excel. Organized and dependable candidate with excellent teamwork and communication skills.

EDUCATION

Point Loma Nazarene University: San Diego, CA

Expected graduation - May 2025

- Bachelor of Science – Information Systems
- Dean's Scholarship Recipient

RELEVANT EXPERIENCE

Busser

April 2024 – Current

Jimmy's Famous American Tavern, San Diego, CA

- Engaged with guests in a friendly and professional manner, responding promptly to requests and inquires.
- Efficiently cleared and reset tables in a fast past environment to maintain an organized and clean dining area for guests.
- Ensured cleanliness and safety standards throughout the restaurant.

PLNU Grounds Maintenance

May 2023 – August 2023

Point Loma Nazarene University, San Diego, CA

- Maintained PLNU campus grounds operating a variety of machinery and equipment.
- Worked with a team to complete large-scale projects efficiently and to the clients' satisfaction.
- Prioritized safety protocols and best practices, contributing to a secure and safe work environment.
- Communicated with the team throughout projects to ensure progress and maintain quality.

Seasonal Manager

May 2022 – August 2022

Urban Renewal Associates, LLC, Missoula, MT

- Managed operations of 18 vacation rentals.
- Implemented room cleaning schedules, ensuring efficient and timely completion of tasks.
- Monitored supplies in inventory and initiated reorder requests.
- Greeted and assisted guests by gathering information pertaining to reservations or requests.

RELEVANT COURSEWORK

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| - Networking and Securities | - Project Management and Quality Assurance |
| - Data Structures in C++ | - Information and Computer Security |
| - Object and Elementary Data Structures (Java) | - Operating Systems |
| - Introduction to Computer Science (Python) | - Data Base Systems and Web Integration |

COMMUNITY ENGAGEMENT

JDRF - Walk to Cure Diabetes

Annual volunteer and participant

LEADERSHIP EXPERIENCE

Student-Athlete,

Point Loma Men's Soccer, 2021-2023

KEY STRENGTHS

MS Office | Programing | Critical Thinking | Information Technology | Punctual | Communication
Teamwork | Organization | Problem Solving | Time Management | Zoom | Dependable | Cultural Awareness