**Victor Velasco**  
**victor.velasco@student.swic.edu**

**PROFILE**

I am a student at Southwestern Illinois College (SWIC) eager to learn and start in the work force. I am seeking the opportunity to expand my skills, knowledge and experience in a junior role. I am eager to learn and open to tackling a range of tasks. I am a strong team player and always complete tasks to a high degree of quality and to deadline. I am pursuing an Associate in Applied Science with a specialization in Software Development.

**EDUCATION**

Collinsville High School, Collinsville, Illinois

2003-2007

Southwestern Illinois College (SWIC), 2500 Carlyle Ave, Belleville, IL 62221

2008-2011

Southwestern Illinois College (SWIC), 2500 Carlyle Ave, Belleville, IL 62221

2018-Current

**ACHIEVEMENTS & ABILITIES**

* Energetic, hard working, willing to learn and accept constructive criticism.
* Strong motivation for advancing in a career.
* Enjoy contributing to a team effort and creating a good working environment.
* A team player, able to motivate
* Organized and pay attention to detail
* Take pride in work and always achieve tasks to high quality
* Current driver’s license

**IT Skills**

I am highly computer literate and proficient with the following programs:

* Microsoft Word
* Microsoft Excel
* Microsoft PowerPoint
* Windows 10 Installations and use

**Sales**

* Skilled in demonstrating and describing products, solutions, etc.
* Competence in using electronic cash register
* Competence in handling money

**Administration**

* Typing at 40+ words per minute
* Experience with a range of office duties including telephones, mail, filing, inventory and ordering
* Hands-on experience with office software

**Communication**

* Written and verbal communication skills
* Experience and ease communicating with a range of people including customers, suppliers, managers and work colleagues
* Experience and ease with providing customer support (both verbal and written) including describing, suggesting and demonstrating products/services

**Completed Classes**

* Introduction to Networking
* Introduction to Programming
* HTML (HTML5)
* Visual Basic Programming I & II
* Web Programming (Java) I & II
* Python Programming I
* C# Programming I

**References**

Beth Burns

Professor, Southwestern Illinois College, Belleville

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Tim Brown  
Program Coordinator, Southwestern Illinois College

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