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|  |  | Julian Perry  Customer Service | Data Processing | Entry Level IT |
| Profile Analytical and strategic performer with a proven track record of creating and delivering timely solutions tied to business growth and organizational development. Highly familiar with a wide variety of information systems, desktops, databases, networks, devices and operating system software. Solid team player with upbeat, positive attitude and the ability to multitask, perform well under pressure and meet tight time targets while still turning in an accurate & effective performance. Seeking an entry level IT or support role that will offer early responsibilities and the opportunity to develop my skills. CONTACT PHONE:  951-333-5085  WEBSITE:  www.julianperry.com  EMAIL:  julianp@yahoo.com Skills  * Microsoft Office * Troubleshooting * HTML/CSS * Time Management * Data Analysis * Communication * Conflict Resolution * Adaptability and Teamwork * Computer Hardware |  | EDUCATION **Michael Meyers CompTIA A+**  2019 – Current  - Currently studying to become certified as an IT Technician  **Norco College (Incomplete)**  2014 - 2015  - Attended computer science classes.  - Studied core programming concepts using C++.  **Lee V. Pollard / High School Degree**  2010 - 2014  -Attended specialized classes in business and computer applications.  - Gained knowledge of HTML, CSS, and Microsoft Office Applications.  - Served as a member of the school TV network.  - Attained two certificates in Business and Computer Applications, issued by Corona Norco Unified School District. WORK EXPERIENCE **Cognizant**  (**Data Processing)**  2017–2018  Analyzed and processed data related to a major healthcare client according to a set of procedures. Quickly adapted to rapidly changing tasks and use of software programs.  **Jerome’s Furniture**  (**Admin IT Assistant)**  2016-2017  Provided direct administrative support to the head of IT for a major furniture company in the San Diego, CA area. Assisted in technical related tasks in over 12 physical store locations and on site deployments of new IT systems and helped in converting the company from Microsoft Office to Google G-Suite Apps.  **Jerome’s Furniture**  **(Customer Service Representative)**  2015–2016  Answered phones to provide support with furniture orders and shipment tracking, coordinated with truck drivers to ensure quick and accurate deliveries. Assisted in-store customers in the Corona, CA store location. |