

DIEGO ANTONIO VASQUEZ

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Address: 88 E San Carlos St. San Jose, CA 95112, apt. 714

Skills

Microsoft Office, Customer Service, Presenting, Customer Service, Python (Programming)

Education

- **San Jose State University - B.S. - Business Administration, Management Information Systems** (Expected Graduation: Fall 2025)

Certifications

- **Google IT Support** - Coursera
- **Foundations of User Experience** - Coursera

Employment Experience

Target, Security Specialist, April 2021 – present

- Understand and appropriately use video and security information systems
- Welcome guests and team members to store/sales floor; maintain and organize storefront, assist guests in locating products in-store and online
- Perform receipt checks for high-dollar exposed merchandise
- Demonstrate a culture of ethical conduct, safety, and compliance

City of Hercules, Information Systems Specialist - Internship, June 2023 - August 2023

- Assist the city administration and police department with software troubleshooting and hardware repairs/installations using a ticket system.
- Sit in on meetings with city management to go over current and upcoming IT tasks and updates, and review previous ones.

City of Hercules, Facility Attendant, May 2019 - May 2020

- Perform general maintenance and/or custodial duties including cleaning, sanitizing recreation facilities, maintaining park facilities, and documenting necessary repairs
- Arrange tables and chairs at various recreation facilities for Parks and Recreation activities and/or programs
- Operate standard office equipment
- Work cooperatively with the public and employees in an enthusiastic and constructive manner

Cold Stone Creamery, Pinole, July 2018 - September 2018

- Prepare and serve a variety of orders to customers
- Maintain clean working environment
- Cashier; assist customers in transactions

Volunteer Experience

- **City of Hercules, Law Enforcement Ride Alongs**, 2017

