

Rothar Ly

San Jose, CA 95121 • Rothar.Ly@sjsu.edu

Objective

To seek an employment opportunity as a part time IT to utilize my skills and further my education.

Work Experience

Housing Choices Coalition, 2015-Present

San Jose, CA

Resident Coordinator

- Provides information, advice and support to enable residents with developmental disabilities to live successfully
- Maintain regular communication about housing needs for resident
- Mediate resident conflicts with other residents of the housing community
- Case Management Practices

Mission College, 2012-2015

Santa Clara, CA

IT Department Lab Assistant

- Service and maintenance campus wide IT system
- Collaborate with peers to implement projects
- Set up and dismantling computer systems
- Train new employees
- Data entry on Microsoft Excel

Mission College, 2012-2013

Santa Clara, CA

Technology Center Lab Assistant

- Assist students in basic computer needs
- Installing specialized software
- Perform general office duties such as typing documentations, reading emails, and using the internet to search for information.

Maple Leaf Donut, 2010-2011

Los Gatos, CA

Baker Sales Associate

- Assist with purchases and provide customer service
- Ability to suggest, choose, and help locate products based on guest needs and desires
- Clean and sanitize the work area

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Education

San Jose State University, 2024 -Current

B.A. Management Information System

San Jose, CA

Mission College, 2013 -2023

A.S. Management Information System

Santa Clara, CA

Skills

- Effective communication with coworkers and peers
- Able to identify and solve problems
- Strong leadership skills
- Dependable, enthusiastic, service oriented, and trustworthy
- Proficient in Microsoft (Word, Excel, Powerpoint)
- Computer hardware knowledge