# Juan Carlos Nuñez

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## RELEVANT SKILLS

**Software:**
- Microsoft Office
- Google Docs
- Adobe Photoshop

**Hardware:**
- Partitioned Hard Drive
- Reimaging
- Troubleshooting

**Job Specific:**
- Data Entry
- Quality Control
- Attention to Detail

## EXPERIENCE

**Ariosa Diagnostics,** San Jose, CA November, 2013 - August, 2015
*Accessioning Clerk I*

- Scanned documents into system, ensuring 300 high quality documents uploaded, and readable for customer service department and accessioning team
- Accessioned and reviewed highly confidential patient information into company system, accurate 200 forms accessioned and quality reviewed peers daily insuring data was ready meeting all HIPAA regulations

**Google (Randstad),** Mt. View, CA August, 2010 - August, 2012
*Quality Control Operator*

- Revised book scans depending on book pages approximately 10-20 books were completed each day delivering high quality, ready for next team to take action
- Corrected and formatted books after they been scanned and transmitted to computer depending on book pages approximately 1-10 books were completed a day delivering high quality, ensuring data was perfectly formatted mirroring book scan

## EDUCATION

**Year Up / Foothill College,** San Jose, CA September, 2015 – Anticipated Graduation July, 2016
*IT Trainee*

- Year Up is a selective, one year intensive one year tier I.T. training program
    - **Business Communications**: Refining verbal and written communication techniques for corporate environment
    - **Information Technology**: Troubleshooting hardware and software skills while diagnosing tickets and supplying end user technical support. Touched based on HTML, CSS, and JavaScript
- Team Lead for group project, Operations Manager for a week
- Perfect Attendance MOD 1

## LANGUAGE[S]

- Spanish - bilingual proficiency