

# CHARLIE JAIME

## Contact Info

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<http://www.linkedin.com/in/charliejaime>

**Portfolio:**

<http://charliejaime.github.io>

## Objective

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With years of experience in general labor, office settings, and the tech industry, I want to leverage my experience to fill the position in your company and continue to learn and expand my skill set.

## Skills

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HTML5/HTML  
CSS(SASS/Bootstrap)  
JavaScript (jQuery)  
Ruby  
Jekyll  
SharePoint  
Git/Github  
Terminal Commands  
MacOS  
Windows  
IT Support

## Experience

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### SENIOR OFFICE TECH/ LAUSD-OFFICE OF DATA & ACCOUNTABILITY

*December 2020-Present*

- Collect and maintain various high volume student statistics and budget information from both our local districts and state that is crucial for funding, student aide, and other services.
- Created documentation for multiple system processes to establish a knowledge base for the entire team.
- Help create, manage, and maintain SharePoint sites (CMS and VCS)
- Provide team support in an IT capacity, including but not limited to troubleshooting network issues, digital timecard issues, installing/uninstalling software, repair/upgrade laptops/tower components, record equipment inventory, update HTML, CSS, JavaScript on district sites.

### OFFICE TECH/ LAUSD-OFFICE OF STUDENT RECORDS & DATA MGMT

*August 2019-October 2019*

- Meticulously prescreened and sorted parent applications for lunches and general student records for all LAUSD.
- Scanned and matched information to our student records to update information or create new student files.

### FREELANCE WEB DEVELOPER

*January 2015-December 2018*

- Undertook small projects/websites that varied in tasks from dynamic resizing, revamping color schemes, compressed and optimized images and videos for faster loading, minified CSS and JavaScript, added SEO, updated Jekyll and Wordpress sites, and added Git to small site projects.

### ATLANTIS HEALTH MGMT/ ADMIN ASSISTANT

*February 2010- December 2014*

- Front line to provide patients with referrals, appointments, and general clinic information.
- Followed-up with patients for upcoming procedures, verify paperwork/information, results and billing information.
- Created digital/physical folders which I then compiled and organized to speed up document retrieval upon request from staff and patients.
- Interpreted for Spanish speakers to facilitate and provide clear concise information between doctor and patient.