

MARK RONQUILLO

Phone: 562.653.6238 | Email: me.ronquillo@gmail.com

I am seeking a position that can benefit from my diverse skills, knowledge, and work experience. I'd like to utilize my skills in graphic design, including creating and laying out various printed products, and new product development, alongside my expertise in technology, sales, and customer service. While working and in between positions, I have also consistently freelanced as both a graphic artist and an IT professional. While working as a graphic designer for Alphabet City, few of the companies I have worked with are Sony Playstation, Alltrade, Capitol Records, Edelbrock, Hustler Casino, and multiple ad agencies. My work experiences have taught me to prioritize communication and customer satisfaction. I thrive in fast-paced environments, excel at problem-solving, and understand the importance of both teamwork and independent work. I have consistently been recognized for my performance, including being a top sales agent, employee of the month, and receiving promotions.

EXPERIENCE

San Pedro High School - Olguin, Office Assistant (Finance Office)

San Pedro CA., 2016-2021

- Manage Inventory
- Cashier
- Accounting
- Data Entry

Y.O.P Computer Guy

Long Beach CA. / Downey CA. and surrounding areas, 2012-2021

- Troubleshooting
- Virus Removal
- Restoration
- Upgrades
- Build Customized PC's
- Software and Hardware installations
- Set-up
- Networking
- Tutorials
- Remote Assistance

Staples, Lead Resident Tech and Sales

Long Beach CA., 2010-2012

- Sales [Electronics]
- Supervised Technicians
- Trained Technicians
- Tutorials
- Troubleshooting
- Virus Removal

- Restoration
- Upgrades
- Software and Hardware installations
- Set-up
- Networking

Marketing Department of The Tutoring Center Franchise Corp., IT and Marketing

Long Beach CA., 2009-2010

- Worked directly under the Director of Marketing for The Tutoring Center Franchise Corp.
- Troubleshooting software and hardware
- Set up desktops, laptops, and printers
- Create, design, and organize multiple marketing emails sent out to potential franchisees on a weekly basis (Constant Contact)

Alphabet City (ABC), Graphic Designer

Torrance CA., 2004-2007

- Design and laid out posters, business cards, books, magazines, and various other printed products
- Performed image restoration and prepared files for print.
- Mounting, lamination, and installation
- Provided Customer Service to Clients
- Developed New Product Designs
- Web Design

Software: Adobe Creative Suite | Dreamweaver | Flash

EDUCATION

ABC Career Training Center, IT Technician Program

Cerritos CA., 2010-2012

Certified in:

- Basic Computer Repair
- Windows Vista and Internet
- Data Entry and Ten Key
- Computer Introduction
- Ethical Hacking

Long Beach City College, Computer Science

Long Beach CA., 2007-2008

REFERENCES

- **Saul Williams,**
Former Manager
310.346.1845
- **Myrna Javier,**

Former Manager
310.619.1784

- **Angel Ortiz,**
Former co-worker
562.396.3971