

RESUME OF DEVIN SERPA
contact@devinserpa.com

OBJECTIVE

Engineering student specializing in alternative energy and green building technologies.

WORK EXPERIENCE:

Warehouseman, residential and commercial construction.

Networking, OS installation, print server management, website debugging (cross-browser), help desk, office equipment repair, online sales, inventory and stocking.

Reprography service, data entry (medical records HIPAA compliant). Terminal digit filing, phone troubleshooting, database management, and reception.

EDUCATION:

Diablo Valley College - PV Solar Design/Install, DC / AC Circuits, Residential Wiring, Calculus.

John Swett High - Chemistry, Physics, Geometry, Advanced Algebra, HTML.

WORK HISTORY:

10.2006 – present	Medical Record Indexer - Kaiser Permanente – Martinez, CA
08.2001 – 10.2006	File Clerk - Kaiser Permanente - Walnut Creek, CA
06.2001 – 10.2001	Sales Rep - Sandners Reliable Business Equip. - Concord, CA
09.2000 – 05.2001	Warehouseman / Construction - Murphy Holmes Prop. - Richmond, CA
06.2000 – 08.2000	IT Intern - Zhone Technologies - Oakland, CA

COMPUTER & TECHNOLOGY SKILLS:

50 wpm, 10 key by touch. Microsoft Office, Open Office: Word, Excel, and PowerPoint.

Dreamweaver and Flash, Eclipse IDE, SketchUp, Image Capture.

OS (installation/configuration): Microsoft Windows 3.11 to 7; Red Hat Linux; Android 2.1+

Programming: BASIC, C++, HTML, XML, Java Script, PHP, and MySQL.

CERTIFICATIONS:

OSHA - 10-hour - Construction Safety and Health - 32-003191913

EPA Sec 608 CFC Type I - Mainstream Engineering Corp. - 8498D874D19ACE9E1

R-410A Tech Certification - Mainstream Engineering Corp. - 654A7B31005FCE9E1

PM Tech Certification - Mainstream Engineering Corp. - 75FC1DED2F24CE9E1

Medical Terminology - Kaiser Permanente - 00421353

50 WPM Typing - Kaiser Permanente - 00421353