

RESUME OF DEVIN SERPA
contact@devinserpa.com
510-334-0404

OBJECTIVE

Engineering student specializing in alternative energy and green building technologies.

WORK EXPERIENCE:

Warehouseman, 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 - Solar Design/Install, DC/AC Circuits, Residential Wiring, NEC, OSHA
John Swett High School - Chemistry, Physics, Geometry, Advanced Algebra, HTML.

WORK HISTORY:

10/06 - current	Medical Record Indexer - Kaiser Permanente – Martinez, CA
08/01 - 10/06	File Clerk - Kaiser Permanente - Walnut Creek, CA
06/01 - 10/01	Sales Rep - Sandners Reliable Business Equip. - Concord, CA
09/00 - 05/01	Warehouseman / Construction - Murphy Holmes Prop. - Richmond, CA
06/00 - 08/00	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, Javascript, 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