**JULIAN ANGEL PLUAS**

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**EDUCATION**

**University of California, Los Angeles**

 Certificate of Achievement in Web Development Expected: March 2021

**Coursera**

Google IT Support Professional Certificate Expected: February 2021

**SKILLS**

* Bilingual English/Spanish
* Office 365, Outlook, Adobe Acrobat, Microsoft Teams, Slack
* Social Media: Twitter, Facebook, Instagram, Snapchat

**RELATED EXPERIENCE**

**Mad Engine INC (Emergency Temp)** July 2020 - August 2020

Office Coordinator - *Glendale, CA*

* Maintaining the calendar for all conference calls, production meetings, and corporate events.
* Utilizing OTRS suite to manage requests for IT equipment, hardware repairs, and desktop support.
* Assisting HR and IT departments with new hires onboarding process.
* Processing all HR documents, payroll, and employee related files.

**Writers Guild of America West (Temporary to Permanent)** November 2019 - July 2020

Operations Coordinator II - *Los Angeles, CA*

* 100+ monthly ticket workload including diagnosis and repair of workstations, printers, and IP phones.
* Managing new hire process for IT equipment and inventory.
* Onboarding and offboarding along with space planning and HR interaction.
* Providing client phone support and directing calls to the appropriate departments.

**Baller TV (Seasonal Project)** May 2019 - June 2019

Project Assistant - *Pasadena, CA*

* Researching and creating images for sports teams to promote their events on all social media platforms.
* Providing continuous technical support to videographers, event operators, and site leads.
* Creating job postings, oversee incoming applications, and the hiring process of event staff.
* Confirming event dates, website, and event staff contact information.

**Vista Entertainment Solutions (Long-term Temp Assignment)** March 2018 - March 2019

Operations Coordinator - *Los Angeles, CA*

* Provide tier 1 customer service support via email chat and phone calls to help troubleshoot technical issues.
* Coordinating with IT Specialist to set up laptops, computer hardware, and phones for over 200 employees.
* Ordering, inventorying, and processing deliveries of computer hardware.
* Providing administrative support to company executives and management to meet daily objectives.

**TRG Fire Systems** February 2015 - October 2017

Project Coordinator - *Los Angeles, CA*

* Organized all job files, human resource documents, office supplies, and construction materials.
* Updated lists regarding job status, system testing, inspections, and bid pricing.
* Managed inventory for company uniforms, office supplies, and construction materials.
* Processed all supply deliveries, stocked shelves, and cleaned up work space as needed.

**Law Offices of Joshua Milon**  September 2011 - July 2014

Document Specialist/File Clerk - *Pasadena, CA*

* Overseeing all scanning and filing of client case files, court documents, and personnel documents.
* Designing and reviewing legal document templates for court use and office-to-office correspondence.
* Utilizing LogMeIn software to transfer and sync case files for easy document sharing.
* Creating folders, labels, and binders for new cases.

**ORGANIZATIONS**

**The National Association of Latino Independent Producers (NALIP)** June 2018 - October 2018