

JORGE L. SEPULVEDA

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OBJECTIVE:

Leadership position in which I may apply my information systems and networking skills to deliver excellence in public service and bottom line program effectiveness.

SUMMARY:

- Experienced Supervisor, Team Leader and Team Member.
- Proficient in Oral and Written Communication in English and Spanish.
- Skilled in Database Applications and Report Programs.
- Recognized for Excellent Performance.
- Expert in Windows® XP/2000 and Mac operating systems.

WORK EXPERIENCE:

June 2003 – Present, IT Specialist, Intern, 40 hrs. per week. U.S. Department of Agriculture (USDA), Agricultural Marketing Services (AMS), Fruits and Vegetables Programs, Fresh Products Branch, Program Support Section; Washington, DC, Supervisor, Rita Bibbs-Booth, 202.720.0297

Information Technology Specialist in the Program Support Section.

ELECTRONIC INSPECTION SYSTEM IMPLEMENTATION: Design a computer-based system that will automate the current paper-form-based inspection process. Analyze inspections standards and convert them to quantitative data to be utilized by the electronic system. Contribute assessing needs, determining best methods, and prioritizing functions to facilitate development of the Fresh Electronic Inspections Reporting/Resource System. **DESIGN REPORTS** for high level officials and external financial parties utilizing Crystal Reports® from a SQL Server® database.

TECHNICAL SUPPORT for computer users at headquarter and field offices.

ADMINISTER two files and print servers running on Windows® 2000 Server. Resolve critical security vulnerabilities. Prepare daily backup of critical data for the branch.

August 2002 – May 2003, Network Technician, 15 hrs. per week. University of Puerto Rico, Rio Piedras Campus, Information Systems Office, Technical Support Section; Rio Piedras, PR, Supervisor, Jose Gonzalez, 787.764.0000, ext 3016

NETWORKING: Installed a wireless network over the university campus utilizing Cisco Systems® access points. Implemented a dynamic host configuration protocol (DHCP) system over campus network. Prepared new buildings to be added to the local area network

utilizing Panduit® products. Resolved network and technical issues over campus.
RECOGNIZED for implementing a fast and efficient student class registration process.

June 2002 – August 2002, IT Specialist, Intern, 40 hrs. per week. US Department of Agriculture (USDA), Agricultural Marketing Services (AMS), Fruits and Vegetable Programs, Fresh Products Branch, Program Support Section; Washington, DC, Supervisor, Rita Bibbs-Booth, 202.720.0297
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RECEIVED a CERTIFICATE of MERIT for excellent performance during internship. OS MIGRATION: Installed and configured a Compaq® Proliant server running on Windows 2000 Server that stores critical files for the branch and printer services. Prepared daily backups in two servers.

REPORTS: Designed and prepared financial reports for higher level officials as well as for external parties utilizing Excel and Crystal Reports which produced revenue for the branch.

NETWORKING: Installed a Cisco® network switch in Miami's USDA regional office.

August 2000 – May 2002, IT Specialist, 15 hrs. per week. University of Puerto Rico, Rio Piedras Campus, Information Systems Office, Computer User Support Section, Rio Piedras, PR Supervisor, Daniel Galarza, 787.764.0000, ext 3016
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OS MIGRATION: Prepared platforms migrations from Windows®(Win) 95 to 98, Win 98 to Win 2000, Win 2000 to Win XP.

RESOLVED technical, network and software issues on computers over campus.

EDUCATION:

University of Puerto Rico, Rio Piedras Campus, Bachelors in Business Administration with a Concentration in Computer Information Systems. June, 2003

GPA: 3.41

DESIGNED a DATABASE application for the Housing Office to store residents' information.

SYSTEM ANALYSIS AND DESIGN: Analyzed and designed a system to optimize the data and work flow of the dormitory's computer lab.

COMPUTER LAW: Investigated jurisdiction laws applied to computer related cases and reported findings to classmates and faculty.

IS COURSEWORK: Programming Language, System Analysis and Design, Database, Information Systems Law, and Networking

BUSINESS COURSEWORK: Accounting, Statistics, Marketing, Management, Economics, Ethics, Finance

AWARDS

July, 2002 CERTIFICATE OF MERIT for superior performance during internship with the

U.S. Department of Agriculture.

SKILLS

BILIGUAL: Proficient in oral and written communication both in Spanish and English languages.

TEAMWORK: Excellent working as a team leader, team member or independently.

SOFTWARE PROFICIENCIES: Windows® XP/2000/Server/NT/98/95, Macintosh®, Access, Excel, PowerPoint, Word, Outlook, Corel, Visual Basic, Crystal Reports®, Front Page, Macromedia Dreamweaver, Macromedia Flash, Timbuktu

EXTRACURRICULAR ACTIVITIES AND INTEREST

LEADERSHIP: Treasurer of the Computer Information Systems Student Association (AESCI), University of Puerto Rico

INTERNSHIPS: Hispanic Association of Colleges and Universities Internship Program (HACU)

ARTS: University of Puerto Rico Concert Choir, Photography, Web designing, Digital Imaging, Bonsai, Choir Music, Dancing.

PERSONAL INFORMATION

U.S. Citizen

Veterans Preference: N/A

SSN: Available Upon Request