

**Jorge Luis Sepulveda**

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## **Objective**

Obtain a job position where my knowledge, skills and experience in the information systems field can provide a mutual growth between the agency and myself.

## **Work Experience**

**United States Department of Agriculture**  
**Washington, DC**

**Summer 2003**

- Worked on the Fresh Electronic Inspections Reporting/Resource System implementation project.
- Designed reports for high level officials and external financial parties utilizing Crystal Reports® from a SQL Server® database.
- Provided technical support to computer users at headquarter and field offices.
- Administered two files and print servers running on Windows® Advanced Server operating system.

**Information Systems Office**  
**University of Puerto Rico, Rio Piedras Campus**

**August 2002- May 2003**

- Installed a wireless network over the campus utilizing Cisco Systems access points.
- Installed a dynamic host configuration protocol (DHCP) system over the campus.
- Prepared new facilities to be added to the University's local area network.
- Configured Foundry® and Cisco® switches/routers.
- Resolved network and technical issues on University's main network.

**United States Department of Agriculture**  
**Washington, DC**

**Summer 2002**

- Received a Certificate of Merit for excellent performance.
- Administered a Windows® Advanced Server containing critical data for the branch.
- Prepared financial reports for higher level officials as well as for external parties utilizing Excel and Crystal Reports which produced revenue for the branch.
- Installed a Cisco® network in Miami's USDA regional office.

**Information Systems Office**  
**University of Puerto Rico, Rio Piedras Campus**

**2000 - 2002**

- Resolved technical, network and software issues on operating systems Windows® XP/2000 and Macintosh®.

-Prepared platform migrations from Windows® 95/98/2000/XP over the network.

## **Education**

**Bachelors Business Administration with a  
Concentration in Computer Information Systems  
University of Puerto Rico – Rio Piedras Campus**

**June, 2003**

-GPA: 3.41

-Designed a database application for the Housing Office to store residents' information.

-Analyzed and designed a system to optimize the data and work flow of the dormitory's computer lab.

-Investigated jurisdiction laws applied to computer related cases and reported findings to classmates and faculty.

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

-Business courses: Accounting, Statistics, Marketing, Management, Economics, Ethics, Finance

## **Awards**

**Certificate of Merit**

**July 31, 2002**

United States Department of Agriculture, Washington DC

## **Skills**

-Proficient in oral and written communication both in Spanish and English languages.

-Work under strict time limit.

-Excellent working as a team leader, team member or independently.

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

## **Extracurricular Activities and Interests**

-Treasurer of the Computer Information Systems Student Association (AESCI)

-University of Puerto Rico Concert Choir

-Participated in Hispanic Association of Colleges and Universities Internship Program (HACU)

-Digital Imaging

-Choir Music

-Bonsai Art

-Photography

-Web designing

-Dancing

**References available upon request**