

CRISTIAN FLORES

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EDUCATION

Marymount Manhattan College, New York, NY
Bachelor of Arts in Studio Practices and Graphic Design

Anticipated May 2025

WORK EXPERIENCE

Marymount Manhattan College, New York, NY

December 2022 – Present

Information Technology Assistant

- Provided help desk support for hardware and software issues, assisting users with troubleshooting and resolving problems.
- Installed and configured software applications on computers and servers.
- Assisted in the installation and configuration of computer hardware, peripherals, and networking equipment.
- Managed inventory of IT equipment and supplies, ensuring proper tracking and replenishment.

Marymount Manhattan College, New York, NY

February 2022 – September 2022

Academic Affairs Office Assistant

- Organized materials from the supply closet
- Organized Microsoft Word & Excel documents to print out labels and information
- Sorted out faculty caps and gowns in boxes to be distributed
- Made photocopies of pages needed in the office

LTownsley Ventures, Virtual

July 2021– August 2021

Research Specialist

- Researched 60 Queens-based schools and recorded their student proficiencies in math and reading
- Identified 30 After School education programs for elementary, middle and high school students
- Organized Google Sheets for educational research and outreach information

The Three Monkeys Restaurant, New York, NY

October 2019 – September 2021

Busser

- Maintained restaurant cleanliness by removing used flatware and sanitizing tables
- Organized proper table settings for over 200 guests
- Assisted front of the house staff by delivering orders to guests
- Ensured health and safety of guests by removing debris from communal areas and restrooms

SKILLS

Technical: Microsoft Office Suite (Word, PowerPoint, Excel); Adobe Illustrator, Photoshop, InDesign, Canva

Social Media Platforms: Facebook, Instagram, X (Twitter), TikTok,

Languages: Bilingual Spanish/English