

# Kyle A. LaPolice

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## Profile:

Full time student currently pursuing an Associate Degree in Engineering. Values a strong work ethic. Over three years' experience in customer service. Strong background in computer technician work. Recognized for completing work on time and accurately. Plan to obtain a Bachelor Degree in Mechanical Engineering. Seeking an internship position in the engineering field.

## Skills:

- Experience in Machining, Gantt Chart, and Planning
  - Proficient in Windows XP/7/10, Microsoft Office, MATLAB and AutoCAD.
  - Able to install and troubleshoot Windows Operating System and Microsoft Software.
  - Skilled in basic construction work.
  - Task-driven, enthusiastic and intuitive learner.
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## Education:

### *Associate of Science in Engineering Science*

*Anticipated January 2018*

Raritan Valley Community College (RVCC), Branchburg, NJ

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## Related Experience:

### *RVCC Authentic Engineering Experience*

December 2017

- Consult customer service representatives to meet our budget and needs
  - Design and construct frame and connector parts using SketchUp
  - Construct and keep two week plan and Gantt Chart updated with estimated times and orders
  - Resolve engineering problems as a team
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## Work Experience:

### **Sr. Student Technology Assistant, MIS**

RVCC, Branchburg, NJ

September 2017 – Present

- Upgrade old staff computers with new hardware and software
- Complete assigned work orders from BlackBeltHelp Ticketing System
- Work with Tech staff to high severity hardware and software issues

### **Student Technology Assistant, MIS**

RVCC, Branchburg, NJ

January 2015 – September 2017

- Assist staff, faculty, and students with computer issues.
- Troubleshoot and repair hardware / software problems with PC's running various versions of Microsoft Windows.
- Perform password resets and teach students how to use campus student information system.

### **Cashier**

Izod, Flemington, NJ

2014 – 2015

Kohl's, Flemington, NJ

Seasonal 2013 – 2014

- Greet and assist customers in a friendly and efficient manor.
- Handle cash and credit sales accurately.
- Merchandise and handle inventory control.

### **Computer Technician**

Hunterdon Central Regional High School, Flemington, NJ

Summer 2013

- Collected and tracked all high school computers and related hardware.
  - Replaced and repaired all broken hardware.
  - Updated all high school software / hardware in preparation for upcoming school year.
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## Volunteer Work:

Branchburg Rotary, 2017 -Present

RVCC Rotaract, 2017

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**References:** Furnished upon request