

Anselmo Alamillo

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Entry-Level CompTIA & IT Professional | Security+ Certified | Secret Clearance (Active)

PROFESSIONAL SUMMARY

Motivated IT professional with a strong foundation in IT and Cybersecurity, developed through hands-on training in the IT Network Support Specialist program at CDS. Obtained CompTIA Security+ certification and actively pursuing A+, Network+, and Cloud+ certifications to further enhance technical proficiency. Eager to start a career in roles such as Computer Specialist, Information Technology Specialist, Computer Support Specialist, Network Technician Specialist, Computer Technician, or entry-level Help Desk Analyst.

CERTIFICATIONS

CompTIA Cloud+
CompTIA A+ (Core 1 & Core 2)
CompTIA Network+
CompTIA Security+

Obtain Date: 11/2025

TECHNICAL TRAINING

Career Development Solutions | QuickStart

Virtual Campus

Information Technology Network Support Specialist Certificate Program

08/2025 – 11/2025

CompTIA Cloud+ (CV0-004), CompTIA A+ (220-1201 & 220-1202), Network+ (N10-009), Security+ (SYO-701)

PROJECTS

Career Development Solutions | QuickStart

Virtual Campus

Simulated IT Help Desk Support Environment

08/2025 – 11/2025

- Created a virtual environment to simulate troubleshooting tasks covered in CompTIA A+ coursework.
- Installed, configured, and maintained Microsoft Windows operating systems, resolving common user issues such as driver updates, network connectivity, and printer malfunctions.
- Documented resolutions and created knowledge hub for technical issues to improve support efficiency.

COURSEWORK

CompTIA Cloud+

- Cloud Infrastructure, Virtualization, Automation, Resource Management, Storage Provisioning, Cloud Security, Identity Management, Encryption, Disaster Recovery, Performance Monitoring & Multi-Cloud Environments

CompTIA A+

- Installations & Configuration of Operating Systems, Maintain & Troubleshoot Installations of Microsoft Windows & Windows Operating Systems, Network Connections, Network Technologies, Support Laptops, Portable Computing Devices, Printers & Scanners, Support PC Security, Replace Computer Hardware, Systems Components

CompTIA Network+

- TCP/IP, LAN, WAN, VLAN, Wi-Fi, VPN, VOIP, Install, Operate, Manage, Troubleshoot Corporate Network

CompTIA Security+

- Identify Security Threats, Harden Internal Systems & Services, Secure Network Communications, Manage PKI's, Enforce Organizational Security Policies & Monitor Security Infrastructure

PROFESSIONAL EXPERIENCE

Alamillo Group & Notary

Santa Paula, CA

Realtor & Notary & Property Manager

02/2021 – Current

- Used CRM, email systems, cloud storage, and online platforms daily, reinforcing technical proficiency and ability to learn new software quickly.
- Managed sensitive client data, financial documents, and identity verification with strict confidentiality applying skills like security compliance, data integrity, and access control.

- Managed business operations using software such as Microsoft Office, Google Workspace, scheduling apps, and communication platforms to streamline tasks and improve client coordination.
- Assisted clients in troubleshooting issues with online forms, digital signatures, document uploads, and authentication steps, providing clear guidance for IT support workflows.
- Organized and maintained digital records using cloud-based filing systems, improving data accessibility, accuracy, and workflow efficiency across multiple platforms.
- Oversee property management operations for three active buildings using digital systems to track maintenance, vendor coordination, scheduling, and tenant communication.
- Manage online portals, maintenance ticket systems, and electronic documentation to ensure accurate records, timely updates, and smooth workflow across multiple platforms.

Lendmark Financial Services, LLC
Oxnard, CA

Loan Consultant & Customer Service Representative

08/2022 – 02/2025

- Used company software systems daily to process payments, verify customer information, update accounts, and manage digital records with accuracy and confidentiality.
- Troubleshot customer issues by identifying problems, navigating system tools, verifying data, and providing step-by-step guidance mirroring IT help desk support workflow.
- Communicated with clients via phone and in-person to resolve account concerns, document activity in internal systems, and ensure accurate reporting and compliance.
- Navigated multiple internal systems simultaneously to research account history, verify data accuracy, and resolve discrepancies demonstrating strong multi-system proficiency.
- Trained customers on how to access online portals, retrieve account information, and complete digital forms, reinforcing user-support skills like Tier 1 IT assistance.

Tuscany Pizzeria

General Manager

Santa Paula, CA

07/2010 – 08/2022

- Managed QuickBooks and payroll software to process employee hours, maintain accurate financial records, and troubleshoot system or reporting issues.
- Oversaw the business website and digital tools, updating content, resolving minor technical problems, and maintaining online presence demonstrating strong comfort with web-based platforms.
- Used computer systems daily for scheduling, inventory tracking, vendor orders, and reporting, while adapting quickly to new software and optimizing digital workflows.
- Implemented digital ordering and tracking tools to streamline operations, improve accuracy, and reduce manual errors across daily workflows.
- Trained staff on the use of point-of-sale systems, scheduling software, and digital communication tools, ensuring consistent and efficient system usage.

Boskovich Farms

Quality Assurance Supervisor

Oxnard, CA

08/2016 – 03/2019

- Utilized digital QA systems and reporting software to log inspections, update production data, and maintain accurate electronic records for audits and compliance.
- Analyzed process data, coordinated with teams, and implemented corrective actions to resolve operational issues.
- Managed and updated system-based documentation including SOPs, training logs, audit reports, and compliance files, ensuring version control and regulatory accuracy across multiple departments.
- Tracked quality metrics and production trends using electronic data systems, improving accuracy and supporting data-driven decision making.

- Verified data accuracy across digital logs and production records, ensuring information integrity and identifying discrepancies before they affected workflow or compliance.

Kanaloa Seafood
HACCP Coordinator
 Oxnard, CA
 10/2015 – 08/2016

- Used digital tracking systems to maintain food safety, HR, and compliance documentation, ensuring accurate electronic records and consistent version control.
- Identified workflow issues and root causes, implementing solutions and demonstrating troubleshooting skills relevant to IT support.
- Trained staff using system-based tools, updated SOPs, and managed onboarding files through digital platforms, showing strong technical proficiency and documentation management.
- Entered, reviewed, and verified data in digital compliance systems, ensuring accuracy and maintaining reliable audit-ready records.
- Coordinated with multiple departments through online communication and reporting tools, improving response times and supporting efficient issue resolution.

Westland Floral Company
Safety Coordinator
 Carpinteria, CA
 05/2008 – 09/2015

- Used digital reporting systems to track safety incidents, maintain compliance records, and manage documentation for audits, inspections, and regulatory programs.
- Created, organized, and updated electronic training materials, SOPs, and safety documentation, ensuring accurate version control and company-wide accessibility.
- Reviewed safety and compliance data to spot risks, apply fixes, and streamline operations paralleling IT troubleshooting and incident response.
- Maintained digital logs, inspection records, and safety reports, ensuring all information was stored, organized, and easily retrievable for internal reviews.
- Collaborated with supervisors and staff using electronic communication tools to coordinate training, address safety concerns, and improve workflow efficiency.

EDUCATION & CERTIFICATIONS

- **Bachelor of Arts, Business Finance** – Loyola Marymount University
- **Associate of Arts (AA)** – Ventura College, Ventura, CA
- **Human Resources Certification** – Loyola Marymount University
- **SHRM Certified Professional (SHRM-CP)** – Society for Human Resource Management
- **BambooHR Learning Certificate** – LinkedIn Learning
- **California Real Estate Salesperson License** – Department of Real Estate, ID #02250623, *Issued January 15, 2025 (Expires December 12, 2028)*
- **CTEC Registered Tax Preparer (CRTP)** – Golden State Tax Training Institute, 2024
- **Cal/OSHA Golden Gate Certificate for Excellence in Program Development**
- **California Highway Patrol Terminal Safety Achievement** – 3 Consecutive Satisfactory Ratings for Motor Carrier Safety Compliance
- **HACCP Manager Certification** – National Environmental Health Association (NEHA), 2014
- **PCQI: Preventive Controls for Human Food (FSPCA Certified)** – Institute for Food Safety and Health, 2017
- **PrimusGFS v2.1-2 Standard Training** – Azzule Systems / Primus Auditing Operations, 2017
- **SQF Systems Implementation (v1.3)** – Safe Quality Food Institute, 2014
- **Seafood HACCP Alliance Training** – Cornell University / AFDO, 2015