

Arlo J. Pignotti

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Profile

For over 23 years I have exceeded client expectations providing fast and accurate typing, transcription, formatting, data entry, utilizing OCR, custom macros, and MS Office, as well as an arsenal of other programs. I am taking my experience as a small business owner and combining it with my experience accepting, trading, and utilizing cryptocurrency to consult individuals and businesses how to diversify into crypto using multiple wallets, blockchains, as well as decentralized exchanges/protocols.

Experience

CRYPTO COACH, AUSTIN, TX 2020-PRESENT

Combining the experience of 25+ years of general tech support to my clients through AJ Processing with my experience accepting and utilizing cryptocurrency since 2011, I now consult individuals how to use the tools of crypto to responsibly diversify their portfolio into this life-changing, world-changing technology.

OWNER, AJ PROCESSING, AUSTIN, TX 2000-PRESENT

Provide research, data entry, word processing, transcription, OCR/image scanning, formatting, consulting, macro writing and secretarial services to government departments, private businesses, and individuals worldwide. BBB Accredited with an A+ rating.

NIGHT SHIFT ASSISTANT FOR PRODUCTION MANAGER, KINKO'S, AUSTIN, TX 1999-2000

Customer assistance, quality check, printer/copier maintenance, computer graphics optimization.

TEACHER ASSISTANT AND TUTOR, RIVER OAKS ELEMENTARY AUSTIN, TX 1997-1999

Tutored children 1st through 3rd grade. Assisted classes Pre-K through 3rd grade.

OWNER'S ASSISTANT, LASKO LETTERPRESS AUSTIN, TX 1997-1999

Client communication, delivery service, administrative, letterpress operation and maintenance.

OWNER, ARLO J. PIGNOTTI ART & MUSIC STUDIOS AUSTIN, TX 1996-1999

Owned and operated business that produced, reproduced and distributed art and music to sell through various markets, storefronts, and galleries, local and abroad. Composed and recorded five albums of my own and assisted other musicians in recording and mastering demos.

Education

Graduated Sidney Lanier High School, 1996

Austin Community College, Austin, TX — Associate Degree in Engineering Design Graphics, 1998

Skills

Team management and perfection in customer satisfaction. Expert in Corel WordPerfect, Microsoft Word, Excel, PowerPoint, Adobe Photoshop and Acrobat. Experience creating and formatting both medical and legal documents. I can comfortably type approx. 100 WPM, but prefer to pace myself at 80 WPM to ensure accuracy. I also can convert paper dependent offices into paperless offices. Experienced with social media platforms such as Facebook, Telegram, and Discord.

References

Name: Allen Sanders
Company: Vantage Financial Alliance
Title: Independent Financial Strategist
Relationship: Client of Crypto Coach Consulting
Phone: 512.589.1992
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Name: Jon-Erik Palmer
Title: Private Investigator (reg. # 00087657)
Relationship: Client of Crypto Coach Consulting
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Name: Gerald & Leya Ognoskie
Relationship: Clients of Crypto Coach Consulting
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Name: Joseph Gage
Company: AT&T
Title: RF Performance Engineer
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Name: Robert Sharp
Relationship: Client of Crypto Coach Consulting
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Name: Josh Robertson
Company: No-Comply
Title: Art Director
Relationship: Client of Crypto Coach Consulting

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Name: Ron Achenbach
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Name: Nicole D. DeJesus, SFC, TXARNG
Company: United States National Guard
Title: Assistant Inspector General
Relationship: Client of AJ Processing
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Years Contracting: 10

Name: Stephen F. Kelley, SFC, USA
Company: Texas Military Forces, Joint Force Headquarters
Title: Operations/Intel NCO
Relationship: Client of AJ Processing
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Years Contracting: 2

Name: Anders Nelson, PMP
Company: TransPerfect
Title: Senior Director, Transcription
Relationship: Client of AJ Processing
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Years Contracting: 7

Name: Ambassador Thomas Graham, Jr.
Title: U.S. Diplomat
Relationship: Client of AJ Processing
Phone: 571.296.7760
Email: tgraham@ltbridge.com
Years Contracting: 4

Name: Cecilia Melton
Title: Producer
Company: Dell
Relationship: Client of AJ Processing
Phone: 917.689.0713
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Years Contracting: 8

Name: Teri Simpson
Title: President/CEO
Company: KeySource Investigations
Relationship: Client of AJ Processing
Phone: 407.832.3431
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Years Contracting: 9

Name: John McLaughlin
Title: Owner
Company: The McLaughlin Agency
Relationship: Client of AJ Processing
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Years Contracting: 11

Name: E. G. Morris
Title: Attorney
Firm: Law Office of E. G. Morris
Relationship: Client of AJ Processing
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Years Contracting: 6

Name: Thomas Fuller
Title: Design Manager - Marketing
Company: Q2ebanking
Relationship: Client of AJ Processing
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Years Contracting: 5

Name: Katie Gerfen
Title: Senior Editor
Company: Hanley Wood (Architect Magazine)
Relationship: Client of AJ Processing
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Years Contracting: 10

Name: Sonia Anguiano
Title: Line Producer
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Years Contracting: 4

Name: James Jones
Title: Project Manager
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Years Contracting: 6

Name: Matt Waguespack
Title: Project Manager
Company: Megalomedia
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Years Contracting: 10

Name: Lynn Boswell
Title: Project Manager
Institution: KLRU (PBS)
Relationship: Client of AJ Processing
Phone: 512.694.2896
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Years Contracting: 10

Name: Rick McGinnis
Title: President
Company: The Bumper Sticker
Relationship: Client of AJ Processing
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Years Contracting: 11

Name: Michael Davolt
Title: Vice President of Customer Care
Company: Time Warner Cable
Relationship: Client of AJ Processing
Phone: 512.485.6785
Years Contracting: 10

Name: Frances Eddy
Title: Owner
Company: A+ Word Processing
Relationship: Client of AJ Processing
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Years Contracting: 20

Name: Rachel Cox
Title: Vice President | Property Marketing
Company: American Campus Communities
Relationship: Client of AJ Processing
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Years Contracting: 8

Name: Justin Fry
Title: Owner
Company: Bastille Networks
Relationship: Client of AJ Processing
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Years Contracting: 5

Name: Jacqueline Nguyen
Relationship: Project Manager
Institution: Office of the Attorney General
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Name: Jim Jacobs
Relationship: Branch Manager
Company: Kinko's
Phone: 512.339.1191

Name: Joy Huebel
Title: Principal
Institution: River Oaks Elementary
Phone: 512.594.5000

Name: Susan Lasko
Title: Owner
Company: Lasko Letterpress
Phone: 512.835.2756

Testimonials and hundreds more client references are available upon request.

You can learn more about my company AJ Processing at www.AJProcessing.com and my consulting service at www.CryptoCoach.US.