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# Raymond Machado

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## EDUCATION

### University of Southern California

*Candidate for B.A. in International Relations (Global Business), Minor in Culture, Media, and Entertainment*

Los Angeles, CA  
May 2022

- Coursework includes: Organizational Behavior, Microeconomics, Global Strategy

### West Career and Technical Academy

*Received High School Diploma*

Las Vegas, NV  
Aug 2014 – May 2018

- Was in the I.T. and Business magnet programs
- Took 10 AP and numerous honors level courses

## SKILLS

**Knowledgeable:** Adobe Photoshop, Microsoft Office Suite, customer service skills, working with kids

## WORK HISTORY

### DEN@Viterbi

*Student Worker*

Los Angeles, CA  
Sep 2020 – Present

- Editing and uploading lecture videos for graduate students at the school of engineering
- Using Excel to organize classes, manage email lists, etc.
- Answering and responding to voicemails, emails, and live chat

### Jumpstart Southern California

*Preschool Reading Tutor*

Los Angeles, CA  
Sep 2019 – June 2020

- Interacting with under-resourced, preschool-age children at their level in a classroom setting with high activity and noise levels and other varying environmental conditions
- Ability to demonstrate strong reading and writing skills in order to teach Jumpstart curriculum through reading children's books, song charts, and supplemental material

### Sahara West Library | Las Vegas-Clark County Library District

*Library Page*

Las Vegas, NV  
May 2017 – Aug 2018

- Ability to sort books, periodicals, and miscellaneous library materials in a quick and organized manner in order to be shelved for patron use
- Assisted patrons in locating resources as well as demonstrating proper customer service etiquette

## ACTIVITIES

### Alpha Phi Omega Service Fraternity

*Member*

Los Angeles, CA  
Feb 2020 – Present

- Volunteering around the L.A. area and partnering with organizations such as The Compton Initiative, Los Angeles Food Bank, and Impacto.

### Science Outreach

*Member*

Los Angeles, CA  
Jan 2019 – Present

- Teaching elementary school students science through new experiments each week

### USC Fashion Industry Association

*Member*

Los Angeles, CA  
Sep 2019 – Present

- Fashion-focused club that provides opportunities such as guest speakers and networking events

### Sahara West Library

*Volunteer*

Las Vegas, NV  
May 2015 – May 2017

- Dedicated over 300 hours into creating arts and crafts for the children's section of the library that would go on display for all of the library to see
- Received "Volunteer of the Year Award 2017"