

ABRAHAM R. VELASQUEZ

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Administrative personnel with several years of experience in document work, file management, status reports, personnel management, and event planning. Well rounded and competent in multiple types of duties on the individual and group level. Looking to gain further experience and work on a more involved level.

EDUCATION

- BS: Applied Mathematics – Expected Graduation: June 2020
- Minor: Mathematics Education

PROFESSIONAL EXPERIENCE

Retirement Resource Center, La Jolla, CA

Database and Email Forwarding Associate, January 2017 – December 2017

- Worked in conjunction with IT Services to set up email forwarding for retirees.
- Created multiple flyers for events and programs held by the Retirement Resource Center.
- Assisted UCSD retirees with membership, event rsvp, and email issues.
- Have helped set up and worked dozens of events over the course of just three academic quarters.
- Fair familiarity with Microsoft Word, Excel, Publisher, Outlook, and Access.
- Constantly handled and processed over hundreds of dollars' worth in checks.
- Communicated constantly over the phone and over email in a professional manner.

CALIFORNIA MILITARY INSTITUTE, Perris, CA

Deputy of Commander, August 2015 – June 2016

- Helped manage, supervise, and coordinate a staff of over 30 people in conjunction with the commander or sergeant major of the regiment.
- Acted as a replacement for the commander in meetings and ceremonies in the absence of the commander.
- Reviewed and trained 3 individuals to function as personal assistants to perform to multiple types of jobs to help different positions in the staff.
- President of Military Ball committee which worked with adult staff to organize and prepare an event hosting over 400 people with a budget of over \$15,000.
- Worked closely with both student and adult staff as well as functioned as an intermediary between students and adults.
- Helped instruction and teach personnel of lower level staffs.

ADDITIONAL SKILLS

- Excellent communication and presentation skills.
- Multiple volunteer experiences with serving and cooking food for veterans as well as other experiences providing toys to armed forces children or helping with events held by the U.S. air reserve.
- Familiarity in working respectfully and professionally with high position individuals.
- Work equally well individually or in a group with a willingness to learn new things and take initiative.
- Use to high stress or demanding workplace.
- Experience with tutoring high school students in mathematics both informally as well as working as a temporary paid tutor for a quarter.
- Have hosted three high schoolers for two days and two nights during an Overnight Program.