

# Alyssa Rivera

(619) 739 - 1445 • San Diego, CA • alyssagarivera@gmail.com

## EXPERIENCE

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### Development Assistant

2021 - Present

KPBS | San Diego, CA

- Assist in the organization of events catered towards members of KPBS
- Engage with KPBS members and tend to any needs or questions
- Enter, compare, and transfer data in spreadsheets and other forms
- Input funds into members accounts and ensure information is up to date
- Manage reimbursements and schedules of other KPBS staff

### Sales Associate

2020 - 2021

Michaels | San Diego, CA

- Maintain knowledge of current sales and promotions, policies regarding payment and returns, and operating procedures
- Satisfy the expectations of customers by guiding them and providing solutions
- Engage, inform, and enroll customers to our rewards program
- Organize, maintain, and replenish merchandise
- Manage phone calls, the register, and assist my coworkers simultaneously

### Mentor

2018 - 2020

GRIT Tutoring at Montgomery High School | San Diego, CA

- Sustained protege's GPA by guiding them through their homework and study guides
- Collaborated with other mentors in order to solve complex issues
- Retained knowledge of multiple scholarly subjects

### Presenter

2016 - 2017

STEAM Night | San Diego, CA

- Tasked with presenting to 100+ attendants on STEAM Night
- Explained and showcased the capabilities of GIS and the applications of GIS in our daily life
- Conducted scientific experiments and explained the reasoning behind their following chemical reactions

## EDUCATION

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San Diego State University | Computer Science

Expected December 2024

- Clubs: Aztec Game Lab, Aztec Gaming

Montgomery High School | High School Diploma

June. 2020

- GPA: 3.83/4.0
- *Vice President*, Book Club; *Volunteer*; *Editor and Advisor*, KMMI (Montgomery Media Institute)

## SKILLS

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C++ | Java | Data Management | Results-oriented | Time Management | Acrobat | Premiere Pro | After Effects | Photoshop

## REFERENCES

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### **Caitlin Bergin**

KPBS | Supervisor; Major Gifts and Operations Manager

- Phone Number: (619) 436 - 9014

### **Dianna Gonzalez**

KPBS | Supervisor; Development Coordinator

- Phone Number: (619) 852 - 8642

### **Jerry Casillas**

Cox Communications | Family Friend

- Phone Number: (619) 587 - 6633

### **Dennis Berela**

Cox Communications | Family Friend

- Phone Number: (619) 862 - 1984