

## Alberto Mendoza Andrade

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### EDUCATION

**University of Washington, Michael G. Foster School of Business**  
**Bachelor of Arts in Business Administration | Cumulative GPA: 3.21**  
**Concentration:** Finance & Information Systems | **Minor:** Real Estate

**Seattle, WA**  
**Expected June 2025**

### Pierce College

**Associate of Arts in Business Administration | Cumulative GPA: 3.99**  
**Awards:** Chancellor's List (x5), Dean's List (x1), Phi Theta Kappa Honors Society, Honors Graduate

**Puyallup, WA**  
**June 2022**

### WORK EXPERIENCE

#### Alpha Concrete, LLC

*Owner, Executive Assistant*

**Tacoma, WA**  
**January 2021 - Present**

- Conducted accounting, finance, and bookkeeping operations, including project estimation, expense report organization, quarterly excise tax filing, business document renewal, cost management, and weekly invoicing.
- Screened and handled a high volume (15+) of incoming calls and emails daily with exceptional attention to detail, ensuring all communication and documentation remained recorded and confidential.
- Streamlined project and material schedules, arranged weekly meetings with current and potential clients, facilitated monthly meetings with the marketing team, and quarterly meetings with the company CPA to enhance business and project management efficiency.
- Amplified project leads by 400% through implementing paid marketing strategies on different platforms such as Facebook, Google, Yelp, SEO, and building a vast network with contractors, realtors, and clients.
- Drove \$575,000+ in revenue and secured 30+ 5-star reviews since 2021 by delivering a positive customer experience consistently, thereby enhancing customer satisfaction and retention.
- Boosted the close rate from 10% to approximately 30% by conducting extensive market and product research to maintain competitive pricing strategies.

#### Fife Aquatics Center

*Recreational Leader - 1*

**Fife, WA**  
**November 2019 – August 2024**

- Managed pool operations including filing incident and maintenance reports, scheduling swim lessons, event sign-ups, and reservations for 75+ patrons for lap and recreational swimming.
- Supervised, evaluated, and trained up to 15 employees for diverse aquatic duties and programs, including public/private lessons and lap/recreational swimming and daily pool maintenance.
- Instructed and engaged with over 25 students daily, employing a mix of techniques, games, and drills; designed lessons to teach swimming fundamentals to beginners and refine the technique of advanced swimmers.

### LEADERSHIP ACTIVITIES

#### Omega Delta Phi Inc. | Seattle, WA

*Internal Vice President*

**April 2024 - Present**

- Directed a Scholarship Committee to regularly evaluate and enhance the academic framework, ensuring all members met or exceeded a 2.75 GPA requirement.
- Led the development of academic support initiatives, including academic workshops, and mandatory study sessions for 40 members, with enforced fines for non-attendance to ensure compliance.

#### Building Networks | Seattle, WA

*Mentor*

**February 2024 - Present**

- Provided mentorship and guidance to 5 mentees, fostering personal and professional development by creating a supportive network with industry professionals and college students.
- Offered expertise in navigating the UW application process, assisted mentees in exploring business majors and disciplines, and advanced their professional skills, providing the resources and connections needed to thrive.

### ADDITIONAL INFORMATION

**Affiliation(s):** Association of Latinx Professionals for America, Humane Society, Educational Opportunity Program

**Language:** Native English, Fluent in Spanish, Intermediate American Sign Language

**Skills:** Microsoft Office Suite, Google Suite, Zoom, QuickBooks, SQL, GPT4, and Python