

BERNARDO VENANCIO

2625 East Cactus Road
Phoenix, AZ 85032

cell:

(602) 544-9357

email:

bernardohlv@gmail.com

Computer Skills:

- Operating Systems: Windows, Mac, Linux/Unix
- Software: Microsoft Office Suite, MS Project
- Languages: HTML, SQL, Python, PHP
- Software development life cycle

Honors: All NAIA-GSAC Scholar Athlete 2015

Soft Skills:

- Strong organizational and problem solving skills
- Ability to work both in teams or independently
- Critical attention to detail, Decision Making Skills
- Persistence to obtain the desired results
- Adaptability, Integrity, Punctuality and Loyalty

Language Skills:

- English, Spanish, Portuguese

References:

Heather Kim
Assistant VP of Enrollment
Management & Dean of Admission,
Trine University
(260) 665-4289

Dr. Tracy Munsil
Associate Professor, Arizona
Christian University
Department: Political Science
(602) 489-5300

Dr. Ted Flogaites
Head Women's Soccer Coach, Jackson State
University
(402) 705-7337

Education

M.S. Computer Science (August 2017 - May 2019)

University of Arkansas at Pine Bluff, Pine Bluff, Arkansas

- Learned how to design, develop, and update databases as they relate to user interface design and functionality.
- Gained an understanding of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project.
- Introduced to the basic concepts of object-oriented software engineering.
- Developed a web application to improve the recruitment process of student athletes at the University of Arkansas at Pine Bluff.
- Acquired knowledge on different systems, languages and tools.

B.S. Business Administration (January 2012 - May 2016)

Arizona Christian University, Phoenix, Arizona

- Gained knowledge on key functional areas, such as organizational behavior and management, servant leadership, human resources management, accounting, economics, finance and marketing.
- Learned steps to become a global citizen, critical thinker and responsible leader.

Work Experience

Director of Soccer Operations / Assistant Coach (University of Arkansas at Pine Bluff)

August 2017 – May 2019

- Assist with planning, organizing, and supervising all aspects of the NCAA D1 women's soccer program as directed by the head coach. This includes assisting with coaching players, recruiting, making travel arrangements and purchase orders.

Project Manager Assistant (University of Arkansas at Pine Bluff) June 2018 – July 2018

- Assist project manager developing schedules, allocating tasks and setting milestones.

Assistant Supervisor (Service MasterClean) August 2016 – May 2017

- Assist in scheduling staff and training new employees, maintaining and submitting updated paperwork, facilitating the communication between upper level management and new employees, handling my own crew and supervising their work.

Sales Associate (General Nutrition Corporation) August 2016 – May 2017

- Assess customers' needs and provide information on product features. Meet store goals and expectations.

Campus Safety Officer (Arizona Christian University) December 2012 – May 2016

- Secure campus, visitors, staff, faculty and students by patrolling campus property; inspecting buildings, equipment, and access points. Inform and assist students, visitors and staff in accordance with school's guidelines.

Human Resources Assistant (PMB) June 2010 – December 2011

- Perform administrative work, including scheduling, maintaining files and sorting mail for the Human Resources department.