

# JEFFREY ALVAREZ

PHONE (CELL): (301) 525-5507 • EMAIL: [JEFF@UMD.EDU](mailto:JEFF@UMD.EDU)

## EDUCATION

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### University of Maryland

**Bachelor of Science Degree – Dual Degree** – Criminology and Criminal Justice & Computer Science

### Montgomery College

**Associate of Arts** – Business / Computer Science

**Cumulative GPA: 3.79**

**Transferred to UMCP 2015**

### University of Maryland

**Bachelor of Arts Degree** – Criminology and Criminal Justice

**Cumulative GPA: 3.220**

**Bi-Lingual, Fluent in Spanish**

College Park, Maryland  
*graduated May 2012*

## COMPUTER SCIENCE EXPERIENCE

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- CS140: Intro into Programming Using C++ Via Montgomery College
- Ruby via Codecademy
- JavaScript via Codecademy
- CMSC131 Object-Oriented Programming I
- Integrated Development Environments: Eclipse & Microsoft Visual Studio via UMCP

## WORK EXPERIENCE

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### Sam DeSanto Company, Incorporated

*Parts Manager*

- Data-Base Analyst
- Network Administrator
- Forecast goals and objectives for the department and strive to meet them.
- Strive for harmony and teamwork with all other departments.
- Work with the Service Manager to ensure a timely turnaround of parts needed for internal jobs

Rockville, MD  
February 2013-Present  
Full-Time

### Kleenorama Janitorial and Sanitation Goods LLC

*Operations Management & Executive Assistant*

- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software.
- Liaise with internal staff at all levels.
- Attracts potential customers by answering product and service questions; suggesting information about other products and services.

Rockville, MD  
August 2012 – February 2013  
Full-Time

## UNIVERSITY WORK & INTERNSHIP EXPERIENCE

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### University of Maryland Conference and Visitor Services

*Hospitality Specialist*

College Park, MD  
Full-Time

### University of Maryland Academic Achievement Programs

*Tutor*

College Park, MD  
Part-Time

### U.S. District Court – District of Maryland

*Operations Management Intern*

- Webpage design and development

Greenbelt, MD  
Part-Time

### Maryland State Commission on Criminal Sentencing Policy

*Data Entry Intern*

College Park, MD  
Part-Time

### University of Maryland Resident Life

*Resident Assistant*

College Park, MD  
Full-Time

### University of Maryland Conference and Visitor Services

*Audit Specialist*

- Assisted with accounting and bookkeeper duties using their software system.

College Park, MD  
Full-Time

## ACTIVITIES

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**IEFS** (International Economics and Finance Society)

*SUSA (Smith Undergraduate Student Association) Representative*

**ABA** (Maryland Accounting and Business Association)

*Associate*

**SUSA Finance Committee**

*Fellow; Financial Councilor position*

**SUSA Marketing Committee**

*Affiliate*

**Resident Assistant Ambassador**

*Member*

**RA Area Council**

*Member*