

# Johnny Alejandro Leyva

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## EDUCATION

### Accounting Major

California State University Dominguez Hills • Carson, CA • 2025

• In-Progress

### CSU General Education Breadth Certificate

Minor in Business Administration • Cerritos College • Cerritos, CA • 2022

• Transferred to Cal State Dominguez Hills to pursue a Bachelor's in Accounting.

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## EXPERIENCE

### Security Guard

American Guard Services Inc.

June 2021 – Present, Port of Los Angeles

- Operate X-Ray Machines to scan bags, belongings, and items carried by guests.
- Monitor and patrol assigned zones, promptly responding to security breaches and suspicious activities.
- Interact courteously and professionally with guests undergoing the security screening process, explaining procedures and providing assistance as needed.
- Collaborate with law enforcement and port officials to maintain a secure environment and adhere to maritime security regulations.

### Security Guard

United Guard Security

January 2021 – May 2021, Vernon, CA

- Controlled access to truck gates, verified credentials and inspected vehicles for compliance with security protocols.
- Maintained detailed logs of incoming and outgoing traffic, ensuring accurate records of all entries and exits.
- Regularly patrolled the parking lot area, conducting thorough inspections to identify and deter any suspicious activities or unauthorized vehicles.

### Custodian

Kellermeyer and Bergensons Services LLC

March 2019 – January 2021, Torrance, CA

- Efficiently drove and operated a floor scrubber to maintain the cleanliness of large warehouse floors, ensuring a tidy and safe working environment for employees and visitors.
- Performed thorough cleaning/sanitation of restrooms and regularly emptied and replaced trash cans throughout the facility, disposed of waste properly in various sections of the warehouse. (Inside and outside)
- Followed established safety guidelines and procedures while performing janitorial duties. Prioritized safety for both my coworkers and others in a busy warehouse setting.

### Job Coach

Aim Higher, Inc.

October 2018 – March 2019, West Covina, CA

- Provided personalized support to 3-4 clients with special needs weekly, offering transportation to appointments and job interviews. Accompanied clients to their workplace and assisted with the training process until they could independently fulfill job requirements.
- Conducted interview preparation sessions, to help clients with effective communication strategies, and confidence-building techniques to enhance their success in job interviews.
- Assisted clients in finding a job, completing applications, creating connections with employers, and ultimately aiding them in securing meaningful employment opportunities.

### Summer School Instructor Aide

St. Albert the Great School

May 2017 – July 2018, Rancho Dominguez, CA

- Assisted the teacher with classroom control, provided additional support to students as needed, graded papers, and aided with any other tasks required by the instructor.
- Led groups of students independently during field trips, ensuring safety and providing an educational experience outside of the classroom.
- Helped set up and prepare various activities, such as water activities and bounce houses, ensuring that equipment was safely arranged, ready for use, and later properly put away.

## Campaign Canavasser

Nanette Barragan Congressional Representative District #44

January 2016 – March 2016, South Gate, CA

- Conducting phone calls to registered voters within District 44 to inform them about Nanette Diaz Barragán's candidacy and persuade them to vote for her in the upcoming election.
- Engaging with potential voters in meaningful conversations, addressing their concerns, and highlighting Nanette Diaz Barragán's qualifications.
- Organized voter list, utilized/organized several electronic devices, and efficiently updated people on the upcoming election.

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## SKILLS

- Proficient in English and Spanish
- Experienced with Adobe Premiere Pro, After Effects, Photoshop, Cap Cut, Canva, and Illustrator.
- Adept in Microsoft Excel, Word, PowerPoint, and Access.
- Certified and skilled in utilizing X-ray Machines for enhanced security measures.
- Proven ability to maintain a safe environment through vigilant monitoring and swift response to incidents.
- Strong attention to detail and adherence to security protocols.

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## CERTIFICATIONS

### Transportation Worker Identification Credential (TWIC)

San Pedro, CA • 2023

- It ensures compliance with security regulations set by the Maritime Transportation Security Administration and other federal mandates.

### BSIS: Guard Card

Bureau of Security and Investigative Services • 2020

### Class C Drivers License

DMV • 2018

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