

Luis D. Reyes

(832) 528-0400 · www.linkedin.com/in/ldr2018 · kerreyes.luis@gmail.com

EDUCATION

Cumulative GPA: 3.77; Major GPA: 4.0; Honors College

C.T Bauer College of Business, University of Houston, Houston, Texas

Bachelor of Business Administration in Management Information Systems

May 2018

Cumulative GPA: 3.93

Houston Community College, Houston, Texas

Associate in Arts, Honors Degree

May 2015

ACHIEVEMENTS & QUALIFICATIONS

- Performed leadership and analytical roles in both professional and educational settings
- Led team of 8 students throughout 2 months to resolve issue presented by corporate sponsor
- Coordinated teams of up to 7 to process up to 50 hourly transactions
- Dean's List for The Honors College: Fall 2015, Spring 2016

EXPERIENCE

Administrative Assistant / File Clerk

Stewart Lender Services

August 2012 – June 2013

- Performed daily routine tasks; identified & resolved departmental obstacles
- Catalogued 2,000-5,000 incoming documents from mortgagors and prepared them for loan modification programs
- Printed, scanned, and filed a wide variety of mortgage documents for 4 other departments

Customer Service / Cashier / Cook

Various

July 2011 – August 2012

- Managed & balanced up to \$1200 in cash daily throughout 3 different cash registers
- Addressed customer disputes with communication and listening skills; met customer satisfaction
- Allocated time between school & a 30-hour work week without compromising performance in either setting

ACADEMIC PROJECTS

January 2016 – May 2016

Group Project sponsored by Wunderman: "Consumer Costs & Benefits from the Rise of Data"

- Supervised creation of all 3 core deliverables
- Communicated with group & corporate sponsor with weekly updates
- Learned how to overcome scheduling conflicts and managed to coordinate all 8 members
- Conducted 2 surveys and analyzed data gathered from ~ 150 participants
- Delivered our findings to 10 IS & Marketing professionals

ACTIVITIES

MISSO

August 2016 - Present

- Operations Committee
 - Set up MISSO professional meetings on at least a weekly basis
- Public Relations Committee
 - Reach out to organizations to arrange socials & volunteering events
- Fundraising Committee
 - Take part in the planning, organization, and execution of fundraising campaigns

Houston Food Bank

September 2016

- Joint volunteering effort with MISSO & Phillips 66

SKILLS

- Currently: Java, SQL (Oracle), Excel, Word, PowerPoint