

Abraham Leyva

CONTACT INFORMATION

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PROFILE

I am a dedicated college student pursuing a degree in Accounting, seeking opportunities to gain practical experience and foster a nurturing learning environment. Drawing upon my strong communication and organizational skills honed through my previous role as a security guard, I am eager to contribute enthusiasm, dedication, and a proactive mindset to uphold missions and values.

SKILLS

- Detail Oriented
- Microsoft Excel, word, and Power point
- Python
- Microsoft Teams
- Linux
- Excellent problem solver
- Highly adaptable
- Fast learner
- Bilingual (Spanish and English)
- Leadership

EDUCATION

Odyssey High School

High School Diploma
2016 - 2020

Cerritos Community College

2021-Present

EXPERIENCE

Summer School Instructor Aide at St. Albert the Great School

August 2022 - Present

As a summer instructor aid, my responsibilities included assisting the lead instructor in preparing and delivering educational materials, supervising students during activities, providing individualized support to students as needed, maintaining a safe and inclusive learning environment, and collaborating with other staff members to ensure the smooth operation of the program. Additionally, I would be tasked with organizing materials, setting up equipment, and helping with administrative tasks to support the overall success of the summer program.

American Guard Services

February 2022 - Present

I held the key responsibility of authorizing the entrance of approved personnel into secure areas within the building, ensuring strict adherence to security protocols. Issuing warnings to both visitors and personnel, I communicated and enforced rules and regulations to maintain a secure environment. My proficiency with metal detectors and metal detector wands enhanced the screening process for enhanced security measures. Additionally, I provided valuable assistance by guiding workers and visitors to their respective destinations, contributing to the smooth flow of operations within the secure premises.

United Guard Services

February 2021 - January 2022

my responsibilities centered around ensuring the security and organized operations of a truck yard. I conducted regular hourly patrols, meticulously documenting labels and seals for all trucks within the yard. Taking a proactive approach to surveillance, I captured detailed images of various areas around the truck yard. Managing the inbound and outbound traffic of trucks, I played a crucial role in coordinating their movements. Additionally, I held the responsibility of authorizing entrance to the truck yard, granting access exclusively to authorized personnel. Through these tasks, I contributed to the overall safety, efficiency, and controlled access of the truck yard environment

Custodian KBS

October 2020 - January 2021

I undertook responsibilities that included thorough cleaning and sanitizing, the effective management of trash collection and spill cleanup, meticulous oversight of supply levels, proactive engagement in building maintenance tasks, and the implementation of efficient waste and recycling management practices. My dedication to these duties significantly contributed to the overall cleanliness, functionality, and sustainability of the workplace.