

Alexander L Salcedo

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Education

San Diego State University | San Diego, CA

Expected: Spring '18

Bachelor of Business Administration, Information Systems

Related coursework: Principles of Information Systems, Accounting Fundamentals, Calculus for Business

Analysis, Business Communication, Legal Environment of Business, Digital Art Foundation

Bishop Montgomery High School | Torrance, CA

August '10 - May '14

GPA: 3.7 | Cum Laude | CSF Member | ILWU Scholarship Recipient | Principal's Honor Roll

Experience

Design & Production Intern | San Diego, CA

January '16 - Present

- Prepare and operate screen printing and dye sublimation equipment for application onto apparel
- Create, edit, and finalize graphic designs or images for screen printing and dye sublimation processes on Adobe Suite (Illustrator and Photoshop)
- Photograph finished products and business activities to incorporate into My City social media and online website
- Perform necessary clerical duties around office and sanitary duties around workspace on a regular basis

Medical Records Specialist & Translator | Inglewood, CA

June '15 - August '15

- Assisted doctors, nurse practitioners, and physician's assistants by facilitating effective communication towards predominantly Spanish speaking patients through translation and interpretation
- Managed, organized and filed 1,000+ registered patients' physical medical charts
- Scanned and uploaded 70+ patients' physical medical intake forms and documents daily into office computer and subsequently uploaded files onto Office Ally™ online EHR system

Activities & Involvement

Pi Kappa Alpha Fraternity | San Diego State University

October '14 - Present

- Public Relations/Marketing Committee: January '15 - Present
- Alpha Class Founding Father

Hispanic Business Student Association | San Diego State University

September '15 - Present

- Director of Membership: January '16 - May '16

Home Start VITA | San Diego, CA

January '16 - March '16

- Volunteer Income Tax Preparer
- IRS 2015 Basic & Advanced VITA/TCE certification

Skills

Bilingual | English, Spanish

Microsoft Office | Word, PowerPoint, Excel, Access

Adobe Suite | Photoshop CS6/CC, Illustrator CS6/CC, Elements 11, Lightroom, Premiere Pro

Social Media | LinkedIn, Facebook, Instagram, Twitter, Tumblr, Snapchat

Other | HTML5, CSS3, Google Drive & Applications, Mac OS, TaxWise®, Office Ally™