

# Luis Cabrera

Phoenix, AZ | lacabrer@usc.edu | (818) 355-1351

## **Education**

**University of Southern California,**

Viterbi School of Engineering

Bachelor of Science, Industrial Systems Engineering

Minor: Business Finance

Relevant Coursework: Foundations of Business Finance & Foundations of Accounting

GPA: 3.3

Los Angeles, CA

December 2020

## **Experience**

**Sigma Delta Alpha Fraternity Secretary,** Los Angeles, CA

January 2019 – May 2019

- Utilized Excel to store multiple member's name, phone number, and email
- Tracked the attendance of members to events throughout the semester via Excel
- Recorded the weekly minutes using Microsoft Word
- Emailed minutes to the general body consistently and in a timely manner

**Distance Education Network Student Worker,** Los Angeles, CA

October 2018 - May 2019

- Communicated with supervisors and professors to ensure a relevant program
- Learned how to use equipment quickly and efficiently
- Used video equipment to capture and create programs
- Operated various equipment controlling audio and video in the program

**Walmart Cashier Associate,** Phoenix, AZ

May 2018 - August 2018

- Greeted all customers
- Handled transactions professionally
- Maintained a clean work area

## **Additional Information**

Languages: English, Spanish

Skills: Python, Excel