

# Luis Cabrera

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## **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 - Present

- Recorded the relevant information of meetings by paying close attention to the meeting; meetings went smoothly, and important information was recorded and relayed to others
- Communicated with others by reaching out via email, phone, and or in person to better understand the needs of the organization
- Organized the minutes using sections providing an easier time for user navigation

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

October 2018 - May 2019

- Supervised lectures using audio and visual equipment to connect over thirty students to a quality education
- Informed supervisors when needed by contacting them through phone or radio to better address student needs
- Familiarized myself with various technical equipment (camera, mics, control panel) through continuous use to provide better service to students

**Walmart Cashier Associate,** Phoenix, AZ

May 2018 - August 2018

- Provided customer service helping customers with their purchases and any questions they may have resulting in over a hundred customers helped per day
- Counted huge sums of money quickly and accurately by reducing distractions and focusing on the cash to ensure a rapid and error-free transaction
- Maintained a clean work environment using cleaning tools located near my station to better represent our store

## **Additional Information**

Languages: English, Spanish

Skills: Python, Excel, Finance, Accounting