

CARLOS ALCALA

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EDUCATION

California State University, Monterey Bay-Seaside, California
Jan 2017 - May 2018
Bachelor of Science in Business with a Concentration in Information Systems

Hartnell College-Salinas, California
June 2013- May 2015
Associates Degree in Business Administration

EXPERIENCE

Your Future is Our Business – Aptos, CA
Website Manager Intern - December 2017 - Present

In charge of publishing content, maintaining continuity of themes, designing layout, streamlining navigation and increasing online presence to potential partners.

Tanimura & Antle – Salinas, CA
Payroll Intern - May 2017 - December 2017

Maintained payroll information by collecting, calculating, and entering data. Also worked on creating weekly queries to ensure the accuracy of employee checks.

Waste Management – Castroville, CA
Outreach Intern - May 2016 - August 2016

Overall in charge of reaching established and potential clients about its services. Also, focused on bringing awareness to the organics program in the county.

TECHNICAL SKILLS

Systems:	Windows
Databases:	Oracle, Access, Relational Databases
Languages:	SQL, Python/Pandas(Beginner), HTML, CSS, Visual Basic
Softwares:	SAS, MS Office, Tableau, Excel(Advanced), Google Analytics
Certifications:	SAS Business Analytics Joint Program

PERSONAL SKILLS

- Excellent written and verbal communication skills
- Time management
- Detail orientated
- Ability to work under pressure