

---

**David Godinez**

337 N Maple Ave  
Montebello, CA 90640  
(626) 466-5679  
dgodinez24@berkeley.edu

26th October 2023

Superior Court of California County of Los Angeles  
Department of Human Resources  
111 N. Hill Street, Rm. 203  
Los Angeles, California, 90012

Dear Los Angeles Superior Court,

I am delighted to see the job opening for the [Human Resources Technician](#) position listed on GovernmentJobs.

I have always aspired to work within a human resources department because of the critical function it serves in bringing people together, encouraging, and enforcing a welcoming environment for all. I strive in an environment that encourages research and analysis to improve processes for the common good of the organization's mission. Though much of my experience comes from a banking environment, I have had the opportunity to recruit, interview, train, and facilitate the onboarding process of college and high school bank interns as a community outreach specialist. This has sparked my interest in seeking a role within human resources.

I am confident in my ability to make a significant contribution to the team with the technical skills that I have developed. I have the ability to analyze and present data using Python, R, Tableau, and Excel. I have put these technical skills to practice by creating an HR Data Analytics dashboard that can be found on my personal website. My passion for helping people, solving problems, and using technology is the reason I am pursuing a career in human resources. The Human Resources Technician role would be an excellent opportunity and I would be grateful to learn more. I look forward to speaking with you.

Sincerely,

**David Godinez**

# David Godinez

Montebello, CA 90640

[dgodinez24@berkeley.edu](mailto:dgodinez24@berkeley.edu)

+1 626 466 5679

An energetic, ethical, and respectful professional. I started in retail banking as a teller and have gained experience in front and back-end roles within retail banking and corporate social responsibility. I thrive when challenged to solve problems. I enjoy researching, gathering feedback, visualizing data, and uncovering opportunities to improve the client experience. I look to expand my horizon outside of banking and pursue a career in Human Resources Information Systems.

## Work Experience

---

### **Financial Services Analyst (Temporary Support Role)**

City National Bank - Los Angeles, CA

June 2022 to October 2022

Supported the Foreign Exchange Operations Department and was responsible for repairing outgoing Business and Personal Foreign Currency Wires via the OPICS funds transfer software.

- Conducted end-of-day reconciliation and recap of time-sensitive Foreign Currency Reports. Created an automated system to generate reports using Microsoft Access that saved 30 minutes of processing time.
- Assisted CNB Foreign Exchange Traders by processing and confirming FX Rates based on the type of deal i.e. Prime Revenue FX. I helped develop a rate audit report technique for the FX Department to use in order to achieve 100% accuracy on rate confirmations.

### **Community Outreach Specialist**

MUFG Union Bank - Oakland, CA

August 2021 to May 2022

Supported front and back-end operations for 3 departments of Corporate Social Responsibility: MUFG UB Foundation, MUFG Union Bank College & High School Internship Programs, and MUFG Union Bank Volunteering.

- Established relationships with non-profits in various sectors. Deepened relationships with non-profits promoting financial wellness in low-moderate income communities of color to support bank CRA volunteering initiatives.
- Owned and edited 5 Corporate Social Responsibility Bank Internal Webpages using Jive's software in combination with HTML/CSS.
- Lead the sixth installment launch of the MUFG Union Bank Internship Program. It was the first-ever on-campus college internship program in the nation.
- Lead recruitment, contractor onboarding, training, and development of 10 bank interns. Provided scholarship stipends at the completion of the program and referred for full-time employment with the bank.
- Grew non-profit relationships in the Bay Area and established Laney Community College as Union Bank's financial education hub.

## **Environmental Social Governance Data Support Intern**

MUFG Financial Group - New York, NY

May 2021 to August 2021

Created dashboards using Tableau to present the maturity dates of the bank's loans failing to meet zero-emission goals.

- Extracted sustainable loan data using SQL.
- Used R Studio Statistical Programming to analyze loan data and deliver summaries to the Head of Sustainability at MUFG.
- Published annual sustainability reports on the bank's carbon neutrality declaration and created the first-ever internal ESG webpage to promote and highlight the bank's sustainability efforts. It would later be expanded into multiple subpages with other related reports.

## **Community Outreach Specialist**

MUFG Union Bank - Los Angeles, CA

April 2019 to May 2021

Supported the front and back-end operations for 3 departments within Corporate Social Responsibility: MUFG UB Foundation, MUFG Union Bank College & High School Internship Programs, and MUFG Union Bank Volunteering.

- Established relationships with non-profits in various sectors. Deepened relationships with non-profits promoting financial wellness in low-moderate income communities of color to support bank CRA volunteering initiatives.
- Consulted with IT to launch 5 Corporate Social Responsibility Bank Internal Webpages. Updated and styled the sites using Jive's software in combination with HTML/CSS.
- Lead recruitment, contractor onboarding, training, and development of 10 bank interns. Created a mentorship program for interns with bank employees in different departments.
- Grew non-profit relationships in Los Angeles and Orange County. Helped connect 40+ bank employees to volunteer with the HEEF Scholarship Endowment Fund in 2019. The organization has had bank employees volunteer annually since.

## **Parks and Recreation Recreation Leader II, Mountain View Park**

City of El Monte - El Monte, CA

April 2017 to May 2019

Provided administrative and clerical support to the Parks and Recreation Department

- Assisted with various city events, including planning, hosting, or preparing items for events in the City of El Monte.
- Composed reports, data, public notices, transcripts, and documents as assigned by other city departments.
- Supervised the day-to-day operations of the MVP Center
- Organized city recreation events, sports programs, games, classes, and special programs and events.

## **Bank Teller (Part-Time)**

MUFG Union Bank - Montebello, CA

April 2017 to April 2019

Provided the best client service & established relationships that led to several referrals: mortgage loans, business line-of-credit, business credit cards, home line-of-credits, and wealth management services

- Led the region consistently with partner referrals in credit cards, and lines of credit.
- Received the President's Award in 2018 for referral leader of the year.

### **AVID Math Tutor**

Mountain View High School - El Monte, CA

September 2017 to April 2018

Supported Math teachers with in class tutoring

- Tutored Algebra-Calculus
- Helped students prepare for math exams by hosting after-school sessions
- Prepped students for AP Exams with teachers guidance

## Education

---

### **Masters of Science in Business Analytics Candidate**

Cal Poly - Pomona, CA

August 2023 to Present

### **Bachelor of Arts in Legal Studies, Economics Concentration**

UC Berkeley - Berkeley,

CA May 2020 to May 2022

### **Associate's Degree in Business Administration**

Rio Hondo Community College - Whittier,

CA May 2016 to May 2020

## Languages

---

- Spanish - Expert