

Elias Villalobos

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PROFILE

Versatile leader with a strong background in customer service and community engagement, reinforced by experience in Air Force ROTC, which developed leadership and problem-solving skills. Gained organizational and technical expertise at the U.S. Embassy in Peru, improving efficiency and communication. Experience as a student organization president and competitive athlete highlights a commitment to fostering positive environments. Skilled in resident relations, conflict resolution, and event coordination, with a dedication to supporting teams and strengthening communities.

WORK EXPERIENCE

01/2024 – 02/2024

U.S. Embassy, Lima, Peru

Public Diplomacy - Intern

U.S. Department of State

- Developed an Excel inventory system for a book collection to improve organization and resource accessibility.
- Coordinated an Embassy mural project to enhance the space and foster cultural exchange.
- Ensured financial accountability by verifying purchase receipts for Embassy expenditures.
- Facilitated virtual presentations on American life to Peruvian schools, strengthening cultural and educational ties.
- Increased team efficiency by introducing AI and ChatGPT tools into daily operations.

06/2023 – 07/2023

U.S. Embassy, Lima, Peru

USAID Regional Executive Office - Intern

U.S. Department of State

- Managed essential equipment inventory to ensure availability and reduce operational downtime.
- Maintained team productivity by repairing and setting up printers for uninterrupted workflow.
- Configured computers for specific user needs, improving overall efficiency and satisfaction.

12/2022 – 02/2023

U.S. Embassy, Lima, Peru

Diplomatic Technology Office - Intern

U.S. Department of State

- Managed technology inventory and performed hardware repairs to ensure system efficiency and minimize downtime.
- Developed a streamlined wiring system to improve network connectivity and team communication.
- Ensured physical and informational security by administering access badges and executing secure document disposal.
- Digitized documents to improve office organization and information accessibility.

07/2025 – 08/2025

Harker Heights, United States

Customer Service Assistant

H-E-B

- Bagged groceries with efficiency and care to ensure a positive customer experience.
- Fostered customer relationships by providing friendly and proactive assistance, including carry-out service.
- Handled returns and exchanges professionally to resolve issues and build customer loyalty.
- Maintained parking lot safety and accessibility by regularly retrieving and organizing carts.
- Improved customer flow and cashier productivity by maintaining clean and well-stocked checkout areas.

EDUCATION

08/2024 – present
Boulder, United States

Computer Science University of Colorado Boulder

- Pursuing a Computer Science degree, building a strong foundation in software engineering.
- Developing proficiency in C++ and Python through hands-on, collaborative coding projects.

AWARDS

02/2025

Air Force Stripes Award Air Force ROTC - University of Colorado Boulder

Received the Air Force Stripes Scholarship Award for maintaining a strong GPA and excellent physical fitness, which recognized dedication and commitment, especially while paying out-of-state tuition.

12/2024

Basic Cadet Training (BCT) Semester Award Air Force ROTC - University of Colorado Boulder

Received the BCT of the Semester Award for outstanding dedication, improving drill skills, achieving a 96% FA score, attending 10 prep sessions, and dedicating 25 hours to support the detachment.

VOLUNTEERING

08/2024 – 12/2025
Boulder, United States

Member EcoReps

- Engaged in sustainability initiatives within residence halls, which fostered a culture of environmental awareness among residents.
- Led cleanup efforts at Bear Creek, directly contributing to local environmental conservation and enhancing the natural beauty of the area.
- Designed and created educational posters that promoted recycling, waste reduction, and sustainable transportation, helping to inform and encourage dorm communities to adopt eco-friendly practices.

STRENGTHS

Communication Skills Team Collaboration Organizational Skills Initiative Adaptability Leadership Problem-Solving

Empathy

SKILLS

Community Engagement
Professional

Inventory Management
Professional

Document Scanning
Professional

Team Support
Professional

ChatGPT
Professional

Canva Pro
Professional