

Jerry Requena

Executive Summary

I am most passionate about finding solutions that are driven by data analysis. I believe when accurate analysis is achieved the product or service an individual receives is effective. Delivering effective solutions creates the most efficient work systems.

Contact

Jerryrequena9@gmail.com
714-553-0273
Anaheim, CA

Education

CAL STATE FULLERTON UNIVERSITY (Graduating 2025)

Computer Science, B.S.

SANTA ANA COMMUNITY COLLEGE

- ❖ Associate Degree in Computer Science 2022
 - ❖ Computer Programming Certificate 2021
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Skills

Raiser's Edge Gift Entry
Salesforce Administrator
Project Management Administration
Assistant Event Management

Experience

PROJECT COORDINATOR HABITAT FOR HUMANITY OF ORANGE COUNTY August 2023-October 2023

Managed the daily gift entry of donations from various channels using Raiser's Edge CRM. Assisted the Director of Fund Development with completing Habitat for Humanity International funding requests. Lastly, assisted the volunteer coordinator with special projects and maintained the general information inbox for the organization.

DEVELOPMENT SYSTEMS SPECIALIST ORANGE COUNTY RESCUE MISSION January 2023- July 2023

Managing the Salesforce CRM needs of the Development Team. Maintaining and tracking year-round giving opportunities through Google Sheets Documents. Assist the Chief Development Officer with various administrative tasks. Collaborate with the Data Analyst for ongoing systems solutions.

DEVELOPMENT ADMINISTRATIVE ASSISTANT ORANGE COUNTY RESCUE MISSION July 2021-January 2023

Assisted the Chief Development Officer with various administrative tasks. Reconciled receipts and expenses of the development team. Collected volunteer hours and maintained accurate gift in kind reports. Assisted the Data Analyst as a Salesforce Associate.

CARE COORDINATOR TUSTIN TEMPORARY EMERGENCY SHELTER
February 2019- February 2021

A Care Coordinator assists homeless individuals who have begun their stay at the Tustin Emergency Shelter. The Care Coordinator is the direct point of contact for any needs and care of an individual. A care coordinator is trained to provide various services from first aid and mental health to financial preparation. A Care Coordinator is a facilitator of the campus's well-being and overall, oversight.

FRONT DESK RECEPTIONIST LEVEL 2 ORANGE COUNTY RESCUE MISSION
February 2018- July 2021

Front desk reception directs and manages the traffic of our front desk lobby, which includes vendors, staff, program residents, and volunteers. The receptionist is also responsible for communicating with other departments via Outlook email, radio, and phone to ensure quality productivity. Lastly, the receptionist will assist residents with day-to-day tasks.

PROFESSIONAL REFERENCES

I have worked with the three individuals listed below personally and recently since the year 2020. I would directly report to each of them as supervisors. They each helped me develop new skills which have made me a well-rounded person in both my work and personal life.

Name: Kyle Houlton
Company: OC Rescue Mission
Title: Chief Development Officer
Business Phone: 714-247-4300

Name: Elaine Musseli
Company: OC Rescue Mission
Title: Data Analyst and Special Projects Manager
Business Phone: 714-247-4300

Name: Anna Song
Company: Habitat for Humanity of Orange County
Title: Chief Fund Development Officer
Business Phone: 714-434-6200
