

Jonathan J. Rivera

jjriv97@gmail.com • (562)-665-3443 • 13618 Darvalle St, Cerritos, CA 90703 • [linkedin.com/in/jonathanrivera1997](https://www.linkedin.com/in/jonathanrivera1997)

EDUCATION

University of California, Riverside

September 2019

Bachelor of Science, Business Administration, Management Concentration
Minor in Psychology

SKILLS

Tech: Microsoft Office Suite, Salesforce, SPSS, RStudio, SAS

Certifications: First Aid/CPR/AED

EXPERIENCE

LA Fitness, Long Beach, CA

February – July 2020

Operations Manager

- Utilize company management software to input data and oversee all operational duties.
- Monitor inventory and fulfill all equipment needs.
- Lead team of staff and encourage personal growth to enhance collaboration and maximize productivity.
- Empathize with customers and deliver exceptional service for all member needs.
- Coordinate with sales team and help monitor revenue and sales progress.

HomeCourt Edge LLC, Long Beach, CA

September 2019 – March 2020

Basketball Trainer, Program Coordinator Assistant

- Advise CEO with marketing and social media practices to enhance program development and expansion.
- Shadow CEO during program activities, monitor communication with clientele and learn the social skills necessary to appeal to and service a diverse range of customers.
- Host basketball training sessions with young students, teaching both athletic skill and mental development.
- Mentor young athletes with academic success, through weekly sit downs and grade checks.

Personality Assessment Psychology Lab, UC Riverside

August 2018 – September 2019

Research Assistant

- Develop new methods of data collection by analyzing and testing different data inputs.
- Interpret lab data through coding inputs into excel spreadsheets.
- Complete weekly tasks assigned by research leaders to manage data interpretation and contribute towards their respective dissertations.
- Provide critical feedback of PowerPoint presentations given by graduate research assistants utilized for various psychology research conferences.

Competitive Sports Department, UC Riverside

December 2016 – August 2019

Game Administrator, Official, Youth Camp Leader

- Use company software tools to officially track event information and student personnel.
- Attend weekly meetings to discuss and contribute to program development and employee success.
- Coordinate activities for youth camps and lead various age groups of youth campers.
- Display and enforce company policies to students through interpersonal communication and meetings.

Word International Ministries, Los Angeles, CA

October 2016 – June 2019

Developing Young Adult Leader

- Plan and perform various church and volunteer events to strengthen group camaraderie.
- Implementing transportation and parking services to assist church members.
- Enhance development of younger church members through discipleship and mentoring.