**Jonathan J. Rivera**

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**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 2020 – Present

**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 – Present

**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.