Jesus Leyva

543 Palace Ct, Alameda, CA 94501

Tel: 510.586.5260 Email: [Jleyva82@gmail.com](mailto:Jleyva82@gmail.com)

GitHub: <https://github.com/jleyva82> LinkedIn: <https://www.linkedin.com/in/jesus-leyva/>

# Summary

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| Utilize 8+ years of Mathematics and educational expertise into a stimulating career as an analyst |

# Computer skills

* Proficient in: SQL, Power BI, Tableau, Excel, Python, C++, LaTeX
* Familiar with: HTML, Java, R, and MatLab, AutoCAD, Solid Works, Photoshop

# Education

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| Springboard #Data Analytics TrackUniversity of California, Berkeley #BA, Pure MathematicsChabot Community College #AS, Mathematics (Honors) | 07.2020  12.2013  06.2009 |

# Experience

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| Analyst Program / Project, North Coast RPPM *Southern California Edison, Ventura CA via Cenergy International* Account Clerk | 11:2019 : 03.2020  02.2019 : 11.2019 |
| *The City of Oxnard, CA, via Apple One*   * Exemplified adaptability by changing to Finance Department needs: Mail Room, Accounts Receivable, Payroll, Purchasing * Audit of account funds, debits, credits and record Journal Entries into the General Ledger * Managed internal data queries and reports using a combination of Excel and proprietary software * Using HDEIP structure, optimized to mail procedure to operate at 40% increased efficiency * Developed RPA structures advanced excel formulas to clean and restructure data for data queries and account reconciliations * Executed advanced excel formulas and pivot tables / graphs to synthesized large data sets for decision making and report justification * Delivered forward facing customer support throughout accounting process of local hospitality tax and managed vendor queries, requisitions, encumbrances and purchase orders | |
| Supervising Life Agent | 01.2018 : 10.2018 |

The Cohen & Cohen Agency, Simi Valley CA

* Synthesized day to day activity and clarified communication of tailored individualized solutions
* Contributed to the launch, education and troubleshooting of mobile based CRM software

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| Curriculum Development Team Lead | 03.2017 : 07.2017 |

STEMFul and Bricks 4 Kidz, San Francisco CA

* Systematized first proactive restorative justice practices for classroom discipline
* Expanded programs reach by adapting 4 inaugural Spanish classes and 5 weekly camps
* Researched and organized STEM enrichment activities with diverse complexity

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| Mathematics and Chemistry Teacher | 09.2013 : 07.2016 |

ARISE High School, Oakland CA

* Planned, developed and executed all aspects of curriculum, updating content to CC and NGSS
* Led STEM cultural paradigm shift of subject matter, leading to 97 percent success rate
* Innovated use of CRM software to streamline communication between agents of education

ADDDITINONAL POSITIONS: **Teaching Assistant, Student Coord., Event Attendant / Clerk, Lab Monitor / IT, Peer-to-Peer Tutor**