

Justin Cornejo Leon

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EDUCATION

California State University, East Bay

Bachelors of Science in Economics

Hayward, Ca

Graduation Date: Aug 2024

Berkeley City College

Economics Transfer Program

Berkeley, Ca

Graduation Date: May 2022

WORK EXPERIENCE

FedEx Express

Supervisor

Oakland, Ca

Aug 2021 - Present

- Ensured smooth operations in transporting critical cargo, including live animals, by coordinating directly with clients during sensitive shipments.
- Addressed customer concerns with professionalism and care, ensuring compliance with shipping protocols and customer satisfaction.
- Provided training to team members and maintained procedural standards to enhance operational efficiency.

St. Louis Bertrand

Administrative Volunteer

Oakland, Ca

Feb 2022 - Jul 2022

- Analyzed and maintained detailed financial and operational records to track community center participation and ensure data accuracy.
- Developed and managed Excel spreadsheets to track program participation, update records, and streamline data entry processes.
- Maintained confidentiality of sensitive records, ensuring compliance with organizational policies

PROJECT EXPERIENCE

Mock United Nations

Participant

Hayward, Ca

Aug 2023 - Sep 2023

- Represented India in simulated diplomatic negotiations, fostering teamwork and collaboration.
- Delivered clear and concise arguments, enhancing verbal and written communication abilities essential for explaining complex topics
- Researched and analyzed key topics to propose actionable resolutions, showcasing a detail-oriented approach and a commitment to providing thoughtful solutions.

SKILLS

Microsoft Office: Excel, Word, PowerPoint

Communication: Professional email and chat etiquette, clear and concise verbal communication

Problem Solving: Troubleshooting, creative solutions, adaptability under pressure