

Sergio Alcala

Integrated Business at the
University of Central Florida

School Activities

KAPM (Knights Association of Project Management)

Director of Special Projects

- Organize and schedule weekly meetings.
- Lead special projects in collaboration with club members from start to finish.
- Facilitated club events such as socials and weekly speaker events.

WORK HISTORY

Twistee Treat Inc.


Orlando, FL, Jan 2020- Aug 2021
Shift Leader


Culvers

Oviedo, FL, July 2021- April 2022
Team Member

Kung Fu Tea

Orlando, FL, Aug 2022- Present
Bobarista

 (321)961-0385

 Orlando, FL, 32826

 sergioalcala@outlook.com

 [linkedin.com/in/sergio-alcala1/](https://www.linkedin.com/in/sergio-alcala1/)

RELEVANT SKILLS

Project Management

- Familiarity with multiple project management software such as MS Project, GanttProject, and Excel, and Google Sheets.
- Facilitating a full-length mock project in Project Management course, managing the scope, quality, and cost of the project while creating stakeholder analysis, communication plans, as well as schedule and budget baselines. Can be seen on my ePortfolio. (Work in progress)
- Can create and understand WBS charts, dictionary, Gantt charts and schedule network diagrams.
- Understanding of project management concepts such as earned value, scope, quality, cost as well as schedule and risk management.
- Managed several special projects at KAPM, including socials, weekly speaker events, banquets, and team outings.

Communication

- Confident and experienced speaker and team facilitator through numerous presentations in KAPM and coursework.
- Experience in communicating outcomes and check ins with several special projects held by club members.
- Experience managing a communication plan with club members to communicate meeting date, career opportunities, and events.

Leadership

- Confident leader through numerous experiences training team members in a workplace setting or leading club members with KAPM.
- Help club members reach career goals by providing resume help, offering opportunities for networking, and educating them in project management through numerous speaker events held with KAPM.
- Experience leading groups through full length projects in coursework and special projects committee with KAPM.

Computer Skills

- Experience in MS Project, MS Excel, MS Word, MS PPT, GanttProject, Google Docs, Sheets, and general aptitude for Windows OS through several years of personal use.

EDUCATION

Bachelor Of Science in Business Administration, Integrated Business