

ORESTES FRANCO

645 S Lucas St #2, Iowa City, IA 52240 | otfranco@gmail.com | (630)465-2141

OBJECTIVE | My objective is to gain practical and necessary work experience needed to further my career in business administration. At the same time, I wish to contribute to the growth and success of an esteemed employer.

SKILLS & ABILITIES

LANGUAGE

Conversational in Spanish; capable of communicating effectively in both English and Spanish.

COMPUTER SKILLS

As it is very relevant to my business major, I am adept in business computing essential programs (Word, Excel, Access). I am also quick to learn employer proprietary computer programs.

WORK ETHIC

Extremely healthy work pace; physically and mentally capable of completing rigorous tasks with superb efficiency.

EXPERIENCE

SECURITY OFFICER ALLIED UNIVERSAL

JUNE 2016 – AUGUST 2016

I was responsible for the general security of a large commercial manufacturing facility. My duties included routine perimeter checks of the premises, employee clearance procedures and vehicle checks.

GENERAL LABORER

MAY 2014 – AUGUST 2015

As a seasonal outdoor laborer, I performed various physically demanding tasks such as baling and stacking hay, planting trees and plowing soil.

EDUCATION

UNIVERSITY OF IOWA, IOWA CITY

BBA, INFORMATION SYSTEMS (IN PROGRESS)

I am a current Tippie College of Business student in good academic standing with a grade point average of 3.28.

COMMUNICATION

Effective communication has been necessary for both work and school. As a security officer, maintaining constant communication with other officers was vital in keeping a high standard of safety. As a laborer,

communicating with my team concisely equated to minimal process losses and greater efficiency when completing jobs.

LEADERSHIP | I am currently the Brotherhood Retention Director of my fraternity, Alpha Sigma Phi. This was a role I was voted into by my peers because of the confidence and charisma I display as a leader.

REFERENCES | **BRIAN FISCHER**, SUPERVISOR
ALLIED UNIVERSAL
(815)708-5176

JEFFERY RECKER, PRESIDENT
ALPHA SIGMA PHI FRATERNITY
(563)663-2659