

# Richard Álvarez

📞 +1 773 469 9726 | ✉ rawalvarez731@gmail.com | 🌐 GitHub | 🌐 raulduke.com | 📍 Chicago, Illinois

## About Me

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Enthusiastic professional with experience in customer-facing roles and a background in delivering quality service. Adept at multitasking in dynamic environments and collaborating with teams to meet goals effectively.

## Education

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### Kenyon College

Bachelor of Arts in Film; GPA: 3.4/4.0

Minor in History and Concentration in Integrated Program in Humane Studies

Gambier, Ohio

Aug 2020 – May 2024

- **Relevant coursework:** Senior Research Seminar, AI for the Humanities, Software Development, Programming Humanity, Data Structures & Program Design, Introduction to Programming
- **Extracurriculars:** Horn Gallery Videographer, Club Basketball, KSJP

## Work Experience

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### Library and Information Services (LBIS), Kenyon College

IT Assistant · Part-time

Gambier, Ohio

Sep 2023 – Feb 2024

I supported campus-wide technology needs by preparing workstations, moving office tech, and securely erasing and recycling equipment. I restocked printers daily. I conducted classroom checks under the guidance of team members. I streamlined team projects by applying programming skills, in one instance by generating a spreadsheet of course meetings and classroom locations to determine when our techs could perform maintenance.

### Sommerlad Construction

General Contractor · Part-time

Chicago, Illinois

Jun 2023 – Aug 2023

I participated in demolition projects for remodeling efforts, performed general land management tasks such as lawn mowing and simple assembly, and supported the team in meeting deadlines and adhering to safety standards.

### Fontanos Subs

Sub Artist · Part-time

Chicago, Illinois

May 2021 – Aug 2021

Worked behind the counter making sandwiches, maintaining cleanliness, and ensuring efficient service. Assisted with troubleshooting online orders, ensuring customer satisfaction and smooth operations.

### Private Stock Studios

Production Assistant · Internship

Chicago, Illinois

Apr 2020 – Aug 2020

Streamlined film and music production processes, orchestrated schedules with studio professionals, and meticulously documented production details.

### Intercultural Montessori

Teacher's Aid · Part-time

Chicago, Illinois

Apr 2019 – Feb 2020

Tutored students, facilitated programming learning, provided teacher support, and ensured effective communication and punctuality.

## Awards & Achievements

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### Leadership Book Award

George Washington University

Chicago, Illinois

Apr 2019

## Skills

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**Customer Service:** Handling customer interactions and resolving issues

**Teamwork:** Collaborating effectively in high-pressure environments

**Organization:** Managing tasks with attention to detail

**Languages:** English (Fluent), Spanish (Intermediate)