

# RICHARD VELOZ SALAZAR

Issaquah, Washington | tobiri2010@hotmail.com | (503)830-6504

## EDUCATION

### Portland Community College

Portland, Oregon

Associate of Applied Science in Computer Information Systems / GPA: 3.5/4

April 2024

- **Relevant Coursework:** Business Communication, Calculus, CIS 122 Intro programming (Winter 2023)  
Python 1, HTML and CSS (Winter2023), Database Application Dev (Spring 2023)  
CIS 133 JAVA 1, Windows OS, Intro to Information Security, (Spring 2023)

## WORK EXPERIENCE

### Costco Wholesale Corporation

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Membership and Refunds Clerk

August 2020 - Present

- Effectively communicated the benefits of Costco Membership to potential members and upsold executive memberships where appropriate.
- Utilized AS-400 software to manage member accounts and transactions, ensuring compliance with Costco policies and procedures.
- Consistently met or exceeded individual sales membership goals and performance metrics.
- Responded to member inquiries and concerns in a timely and professional manner, utilizing both the AS-400 and CRM systems to research and resolve issues.
- Worked collaboratively with other team members, including Sales Associates and Managers, to achieve individual and team sales goals and maintain a positive, customer-focused environment.

## LEADERSHIP EXPERIENCE & PROJECTS

### Portland Community College

Portland, Oregon

CIS 122, Python

- Served as a group leader for a team project, overseeing project management, delegating tasks, and ensuring timely completion of deliverables.
- Utilized Excel and Tableau to analyze and visualize data sets for academic projects, resulting in actionable insights and recommendations.

### COVID-19 Global Vaccine Tracker

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Tableau

- Utilizing Tableau, built a COVID Vaccine Tracker to track how vaccination program is performing worldwide. The interactive dashboard allows users to compare countries and see how they are progressing towards achieving immunity.

## SKILLS & INTERESTS

**Computer:** Google, Suite, Microsoft Office (Excel, PowerPoint), Python, Tableau, HTML, CSS, JAVA

Experience with Tableau, Microsoft Access, PowerBI, database design, data visualization and modeling

**Skills:** Detail-Oriented, Programming Language Knowledge, Communication skills, Creativity, Analytical Thinking

**Languages:** English (Proficient), Spanish (Native), French (Basic)

**Interests:** Running and Soccer, Podcasts, Personal Investing, Hiking, YouTube Workouts, Programming Languages.