

Ryan Mendoza Manalo

2017 Berkeley Way #3, Berkeley, CA 94704

818-642-2073

ryan.manalo@alum.berkeley.edu

Education

General Assembly, San Francisco

Web Development Immersive, June 2013

University of California, Berkeley

B.A. Cognitive Science, May 2011

Professional Experience

California Culinary Academy, San Francisco, CA

November 2011 – March 2013

Admissions Representative

- Prospect dialing of over 175 leads a day to generate more new business.
- Educate interested individuals about programs and services the school offers by giving tours.
- Interview potential students to see if attendance would be a mutual benefit.
- Help newly enrolled students through financial aid process until they have started school.
- Maintain relationship with student after their start date, making sure they keep up with school.

USANA, Berkeley, CA

April 2009 – December 2010

Associate

- Planned with team of 15 to generate certain number of sales for a given week.
- Educated people about maintenance of their health and recommend particular products that would be of interest.
- Listened attentively to the concerns of other members of team and provided solutions.
- Created prospect dialing meetings to generate more business.

Gleason Corporation, Santa Monica, CA

July 2007 – August 2007

Inventory/Office Assistant

- Expedited process of taking inventory of raw materials, finished goods, and work-in-process.
- Developed close relationship with supervisors in order to collaborate in assisting company's requests.
- Responsible as staff representative of a corporation, maintaining professional manner.

Leadership Experience

Pi Alpha Phi, Asian Interest Fraternity, UC Berkeley, Berkeley, CA

September 2008 - May 2011

VP of Recruitment, Active Member

- Outreached to individuals for potential new members.
- Spearheaded in execution of events such as philanthropy and recruitment of new members.
- Recruited 8 members during Spring 2010.

Theta Tau, Coed Engineering Fraternity, UC Berkeley, Berkeley, CA

September 2007 – May 2011

Co-Founder, Brotherhood/Social Chair, Active Member

- Led and cooperated with 65 members in planning both academic and social activities.
- Discussed changes needed in structure and reported to cabinet.
- Adhered to given guidelines and collaborate with cabinet members, ensuring that entire organization maintains structure and prestige of being one of top professional fraternities on campus.
- Accommodated to requests and needs of members for successful completion of event.

Additional

- Ruby on Rails, Backbone.js, Node.js, JSON
- JQuery, HTML5/CSS3, Bootstrap, AJAX
- Fluent in spoken Tagalog
- Interested in weightlifting and fitness