

RAFAEL REYNOSO

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EDUCATION:

TEMPLE UNIVERSITY, Fox School of Business, Philadelphia, PA

Bachelor of Business Administration, Graduation: May 2019

Major: Economics

GPA: 2.99

PENN LPS CODING BOOT CAMP, Trilogy Education Services, Philadelphia, PA

Web Developer Certification, Graduation: August 2019

EXPERIENCE:

ELIAKIM REALTY, Elkins Park, PA

June 2018 – February 2019

Transaction Coordinator

- Communicate with leads and prospects on office listings via phone calls on a daily basis.
- Interacted with prospects and real estate agents for over 5 property showings on a weekly basis.
- Prepared rental applications for prospects and submitted all required documentation for the Broker.

TEMPLE UNIVERSITY, Philadelphia, PA

August 2016 – March 2018

Resident Assistant, 1300 North Residence Hall

- Guide 60 first-year students on university policies and building standards.
- Serve as the liaison between the Resident Director and dormitory wing.
- Mediate conflicts to maintain a positive and inclusive environment for all residents.
- Manage the 1300 North's social media accounts to market events in the building and on campus.

ALPHA TAU OMEGA LEADERSHIP FRATERNITY

September 2015 – May 2018

Academic Chair, January 2017 – January 2018

- Oversee the academic performance of over 45 fraternity members each semester.
- Enforce weekly check-ins and brotherhood study hours with members on academic probation.
- Directed the fraternity from a 2.70 semester GPA and 2.89 cumulative GPA in Fall 2016 to a 2.95 semester GPA and 2.94 cumulative GPA in Spring 2017.

SPIRAL Q, Philadelphia, PA

September 2014 – June 2017

Administration and Operations Associate

- Coach and support 5 Teaching Artists and 8 student workers utilizing Excel and Microsoft Suite.
- Co-facilitate Spiral Q art curriculum alongside Teaching Artists in middle-school classrooms.
- Collect inventory data to track art supplies as well as over 120 life-sized puppets.
- Maintain general office administration tools and manage preparation process for annual audit.

TEMPLE UNIVERSITY, Philadelphia, PA

November 2015 – November 2016

Student Coordinator, Office of Orientation

- Organized and executed 19 orientation sessions alongside Program Director.
- Hired 32 orientation leaders and conducted their two-week training program as a mentor.
- Presented information to up to 410 incoming students at a time about their transition to Philadelphia as Temple students.

SKILLS & LANGUAGES:

- Proficient in Microsoft Word, Excel and PowerPoint.
- Spanish – Fluent Proficiency.