

# Adam M. Baltazar

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## Objective

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A highly detail-oriented, self-motivated individual with a strong ability to work across functional teams, looking to apply my education and experience to obtain employment as a Financial Analyst.

## Education

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California State University, Los Angeles

(Fall 2020)

- *Major: Finance*
- *Minor: Computer Information Systems*

## Experience

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ICES Education: *Program leader*

(August 2016-Present)

- Be a positive adult role model, basketball coach, and mentor to the students.
- Develop engaging lesson plans.
- Provide homework assistance, academic enrichment, and physical activity.
- Identify student needs and communicate to Site Director, school authority, and parents.

Koo's Manufacturing, Inc: *Administrative Assistant*

(June 2014-August 2016)

- Handling incoming calls and other communications.
- Managing filing system.
- Updating paperwork, maintaining documents and word processing.
- Helping organize and maintain office common areas.

## Volunteer Service

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IMPACTO - Proyecto Pastoral Los Angeles, CA

(June 2017- August 2018)

- Coordinate park activities with city departments and outside agencies.
- Organize activities that developed children's physical, emotional, and social growth.
- Help perform general cleanups of park grounds.

## **Skills**

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- Proficient with Microsoft Access, Excel, Word, and PowerPoint
- Interpersonal skills
- Knowledge of IT software

- Reference upon request