

# Christopher Alvarez

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## SUMMARY OF QUALIFICATIONS:

Highly motivated, bilingual student, hoping to obtain an internship in the tech industry that will aid in my continued education, learning, training, and growth as I launch into my professional career. Key strengths include impeccable translating skills, customer service-oriented, self-directed, reliable, trustworthy, ability to work independently and as part of a team, and consistent positive attitude, especially in high stress situations. I am passionate about hard work, frugality, resourcefulness, loyalty, family and community, and want to leverage these values and skills in the tech industry. My ultimate goal is to achieve a Bachelor of Science in Management Information Systems to work as an Information Security Analyst and become part of a corporate culture that shares similar overall values.

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## LEADERSHIP EXPERIENCE

### Community Service

- Volunteered working with disabled children
  - Tutored students ranging from elementary to high school
  - Packaged food at different food banks
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## WORK EXPERIENCE

### Walgreens: *Summer 2017*

### Customer Service Associate

- Register customer purchases, collect cash and distributes as necessary, process voids, returns, rain checks, refunds, exchanges as needed
- Maintain counters clean and well maintained, takes inventory, and maintain records
- Provide customer service in photo department, including digital passport photo, poster print, creative machine

### Safeway: *Summer 2018*

### Produce Clerk

- Build and maintain sales displays while rotating product and ensuring quality and freshness
- Provide customers with product recommendations, assist them with locating product, take special orders
- Clean and sanitize food preparation areas, tools, and equipment

### Security Industry Specialist: *May 2019 – December 2020*

### Security Specialist

- provide excellent customer service to Cupertino Apple staff, employees, and guests, respond to Supervisor requests or client personnel
- patrol assigned post and report any suspicious behavior, ensure safety within post premises
- allow badge access to any contractors that need to access different part of designated post

### Allied Universal: *September 2019 - February 2020*

### Security Officer

- Screen employees before entering controlled area, ensuring no personal items enter controlled area
- Respond to any emails relating to post, assisting with client and guest visits
- Escort black material, ensure whereabouts of black material, and fill out any necessary documentation

### Walgreens DC: *May 2021 - Current*

### Asset Protection

- Monitors traffic of company using CCTV to ensure effective protection of company assets
  - Communicate effectively via email, answer phone calls and direct as needed, and work on badge access
  - Operate fire systems and other life safety to mitigate risk and other losses against the company
  - Possess effective and exceptional computer skills to operate different programs
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## EDUCATION & TRAINING

High School Graduate, Bellarmine College Preparatory, *May 2016*

Sacramento City College, A.S. Business Administration, *August 2020 – May 2022*

California State University, San Jose, Management Information Systems, *August 2022 - Current*

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## Certificates

- Microsoft Office Specialist: Excel Associate(Excel and Excel 2019)
- Microsoft Office Specialist: Word Associate(Word and Word 2019)