

# Oscar Aparicio

Fremont, Ca | (510)-449-8030 | oscar11aparicio@gmail.com

## Education

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San Jose State University (San Jose, Ca) August 2024 - Graduation Year: May 2026  
BS in Business Administration, Concentration: Management Information Systems

Ohlone Community College (Fremont, Ca) September 2017 - August 2021  
Associate's Degree in Business Administration and Accounting Certification  
Relevant coursework: Managerial & Financial Accounting, Business Calculus

Ohlone Community College (Fremont, Ca) August 2023 - December 2023  
Certification in Business Analytics  
Relevant coursework: Data Analytics, Intro to SQL, Intro to Business Intelligence/ Tableau

## Professional Training & Internship

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Pathfinder by Salesforce - Business Analysts/ Marketing Cloud Training November 2021-January 2022

- Completed 200+ hours of technical and business skill training in Salesforce Administration CRM.
- Customized Salesforce organizations for two study cases
- Gained skills in Salesforce security, data management, and automation tools

## Professional Work Experience

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Operations Dispatch: Dryco Construction (Fremont, California) May 2022 - Present

- Collaborated with IT department to automate data entry process and save 10 hours of work weekly by standardizing job report forms and testing automation system for accuracy
- Advises division manager on best material vendor per project based on research leading to transportation and material savings for 20% of projects and man hours savings for 10% of jobs
- Organized material plants and vendors data for all dispatchers, saving 2 hours of research time when scheduling a new project

Logistics Operation Supervisor: OnDot Logistics (Milpitas, Ca) March 2021 - May 2022

- Improved loadout time by organizing a pre loadout stand up meeting, reducing out the door time by 20% for 20-25 Delivery Associates daily
- Acted as the main point of contact for all driver facing communication via phone, text and email
- Assisted drivers with troubleshooting delivering app reducing standby time
- Filed and uploaded daily timesheets, route information and issues for performance review

Shift Supervisor/ Event Specialist: LeMans Karting (Fremont, Ca) November 2018- November 2020

- Created standard process for training new employees, improving onboarding process
- Improved an underperforming facility and reduced accidents by 30% & trained new front desk staff
- Help corporate clients find the package that best fits their budget and needs leading to positive experiences and recurring high value customers

## Skills

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- Business Administration for Operations
- Process Optimization
- Microsoft Suite- Excel, Word, Access, PowerPoint
- Management and Team Training
- Logistical Scheduling
- SQL, Tableau
- Project timeline management
- Bilingual (Spanish and English)
- Data Entry
- Salesforce Administration
- Typing speed of 75/ wpm