

## Ricardo Sotelo

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### EDUCATION

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#### B.S. Business Administration, Management Information Systems

San Jose State University – San Jose, California

Expected graduation: May 2025

- Essential general education courses have been completed. On pace to graduate at the normal time of May 2025.
- Communication, Group work and Individual work skills have been in use and developed since enrollment in August of 2021.

### TECHNICAL SKILLS

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JavaScript, Python, Excel, Adobe Illustrator, Windows OS, Consumer relations, Bilingualism, Interpersonal Communication

### PROJECT EXPERIENCE

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Luvv By RS – San Jose, California

June 2022 – Current

Creator

- Applied skills of graphic design to create multiple designs on Adobe illustrator. Use of color theory was implemented to attract the attention of the viewer and possible consumer.
- Communicated different ideas directly to a team of clothing manufacturers in order to provide a successful product to customers.

### WORK EXPERIENCE

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Raicez – Cerritos, California

Sept 2019 – June 2021

Project and Sales Manager

- Developed quintessential customer service skills by interacting with customers of all backgrounds and demographics on a daily basis.
- Successfully created a useful inventory system with over more than 30 products constantly circulating in and out of sale rotation.
- Effectively organized and set up 40 in person Pop-Up events within the first 12 months of employment, resulting in profit at over 80% of events.

Target – Cerritos, California

June 2023 – Current

On Demand Retail Associate

- Administer help and guidance to over 300 guests daily, demonstrating Targets methods of practice through communication and assistance
- Successfully created a useful inventory system aiding to the return of over 1000 products to their correct location around the store
- Contribute to the daily revenue goal of over \$100,000 by managing a minimum of 200 transactions daily

The Braven Accelerator – San Jose, California

Aug 2022 – Dec 2022

Fellow

- Developed workforce skills such as leadership, operating and managing, communicating & networking, working in teams, and problem solving by completing a 15-week leadership and professional development course.
- Designed a career plan by outlining 7 specific, short-term goals using the SMART goals method and identifying possible obstacles, strengths and support systems to help achieve each goal.

San Jose State Boxing Team – San Jose, California

February 2022 – Current

Athlete

- Successfully represented San Jose State University throughout 2 complete seasons. Developing skills including leadership, communication and time management, working in groups to get through a rigorous training regiment.

