

Frank Enriquez

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EDUCATION

Bachelors of Science in Business Administration, Emphasis in Finance.

California State University, Long Beach, Long Beach, CA; anticipated graduation date: Dec 2015.

Fundamentals in communications, statistics, and information systems.

Business related courses in international finance, investment principles, and management.

Associates of Science in Business Administration.

Santiago Canyon College, Orange, CA, Dec 2013.

Comprehensive coursework in major preparation and GE requirements.

EXPERIENCE

Options Coordinator / Estimator, Matrix Management, Anaheim, CA (2013-2014).

- Priced out options; rough and finish fixtures with builders using excel sheets.
- Negotiated options and catered to customer preferences.
- Set up and managed job starts with various sequence and input sheets.
- Analyzed plans; created takeoff sheets and inputted information into the Timberline software.
- Job costing; merge plan types, created job typing's, payout sheets, and updated Salesforce.

Supervisors Assistant, Trilogy Plumbing, Anaheim, CA (2012-2013).

- Saved labor time by strengthening and motivating fabricators to perform faster and efficiently.
- Operated a forklift proficiently to accomplish timely loading and unloading bundles of pipe.
- Served as a company driver for emergency material needs to site locations.
- Reorganized shipping and receiving department to achieve faster pallet check-ins.
- Supervised and trained employees at various positions in a fast paced warehouse.

Shift Leader, Hometown Buffet, Placentia, CA (2011-2013).

- Improved dishwashing efficiency and reduced labor time when closing by 240 hours a year.
- As a line server, established costumer relationships on food preferences.
- Endorsed successful food promotions as a meat carver
- While satisfying customer needs, directed and ran the restaurant service area.

ATHLETICS / VOLUNTEER

University of California, Los Angeles, CA (2014). Air Force Reserve Officer Training Corporation

Santa Ana College, Santa Ana, CA (2011). Collegiate student athlete in the Wrestling Program

Valencia High School, Placentia, CA (2009-2011). Two year starting varsity football letterman. Three year starting varsity wrestling letterman captain.

COMPUTER SKILLS

Advanced in Microsoft Excel, PowerPoint, and Word. Knowledgeable with Timberline software and SalesForce.