

D'andre I. Rivera

• 916-583-3169 • DandreR95@gmail.com

EDUCATION

Job Corps Sacramento
Security Training

Sacramento, California
Graduated

SKILLS AND ABILITIES

Knowledge of sales and operational skills; Strong communication and interpersonal skills; supervisory skills; Ability to analyze results, make good decisions, take responsibility, knowledge of PC Windows applications (Excel and Word); Ability to lead, motivate, and always create positive work environment; Team-building and strong problem solving skills; Ability to use discretion in providing direction to others; Ability to work and adapt in a fast-paced, team environment

EXPERIENCE

Sacramento Juneteenth Inc.

Stage Manager

January 2014-August 2015 | Sacramento, California

- Planned and organized locations of all telephones, emergency exits, and fire extinguishers in case of an emergency.
- Coordinated with Managing Director to discuss goals and expectations of the production process, rehearsals, and performances.
- Generated a rehearsal schedule and provided copies to cast, crew, production team, Managing Director, and production manager.
- Maintained all deadlines and delegated pertinent tasks to stage crew to ensure on-time deliverables.

Kidd's Sports and Education Gym

Youth Education Staff

January 2013-August 2015 | Sacramento, California

- Engaged students in academic activities one-on-one and with small groups.
- Provided detailed feedback of child's progress on lesson plans so that appropriate activities can be assigned.
- Communicated effectively with administrators, parents, and families are informed on student's education progress and development.

Department of Health and Human Services, County of Sacramento

Independent Living Program and Extended Foster Care—Youth Mentor

September 2013-June 2016 | County of Sacramento, California

- Planned, coordinated and implemented educational services and supports for foster youth.
- Advocated for individual foster youth educational rights and responds to requests for information.
- Ensured program activities and services are coordinated with partnering organizations and educational Programs.