

10:00 TM 12/11

Ricardo Marroquin

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Los Angeles, CA 90023

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EDUCATION

Drexel University, LeBow College of Business
Bachelor of Science in Business Administration
Concentration: Finance; Minor: Political Science

Philadelphia, PA
September 2011-June 2012
Cumulative GPA: 3.00/4.0

HONORS AND AWARDS

Drexel Los Angeles Alumni Club Endowed Award; 2011-2012
Hispanic College Fund Scholar; 2011-2012
President's Volunteer Service Award; 2010

PROFESSIONAL EXPERIENCE

The Savor Society- Los Angeles State Historic Park
Bus Boy/ Waiter

Los Angeles, CA
September 2012

- Gained experience in both front house restaurant tasks such as seating of customers and processing orders as well as back house tasks.
- Ensured customer satisfaction by making sure every customer got the right food and on time.
- Helped chef with proper food preparation.
- Assisted in the back of the house washing dishes and storing food.
- Managed custodial duties by making sure facilities and front house remained clean by cleaning counters and floors.

Drexel University; Hagerty Library
Circulation Desk

Philadelphia, PA
October 2011- June 2012

- Assisted patrons checking out books and reserves
- Processed reserved and overdue books
- Maintained library cleanliness and ensure books and print resources are in proper locations for students

VCA REALTY
Realtor Assistant

Los Angeles, CA
July 2011- September 2011

- Prepared client folders for sales agents; outlined property specs based on customers criteria in order to streamline and increase sales efficiencies
- Utilized MLS on a daily basis to locate appropriate properties for customers
- Oversaw logistics pertaining to remodeling site location; managed up to 50 volunteers

SKILLS

Software: Microsoft Word, PowerPoint, Excel; Adobe Photoshop
Language: Fluent in reading and speaking Spanish