

## Alexander Cabrales

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**Objective:** Motivated and detail-oriented professional seeking a rewarding position that fosters personal growth and long-term career development

## Education

### Bachelor of Science in Criminal Justice

California State University, East Bay - Hayward, CA  
Graduated Fall 2014

### Associate of Science in Information Technology

Ohlone College - Fremont, CA  
Graduated Fall 2018

## Professional Experience

### Ross Stores Inc. - Dublin, CA

Senior Coordinator, Real Estate Law | 2019 - Present

- Maintain a professional & organized workflow in a high-volume legal department.
- Scan, print, organize & file legal documents & correspondence related to Real Estate Law.
- Ensure accurate document handling & effective internal communication.

### Ohlone College - Fremont, CA

ESL Tutor | 2017 - 2018

- Collaborated with faculty to support students in improving their English reading and writing skills.
- Identified and addressed recurring grammar issues, providing targeted guidance to individual learners.
- Helped students progress to college-level reading & writing proficiency.

### In-N-Out Burger - Milpitas, CA


Crew Member | 2013 - 2016

- Maintained a clean & organized work environment while delivering excellent customer service.
- Executed daily operations to ensure business efficiency & customer satisfaction.
- Collaborated with team members to complete tasks effectively and meet service goals.
- Contributed to a productive and positive team environment through consistent performance & communication.

## Skills

- **Languages:** Fluent in English; Proficient in Spanish
- **Office Software:** Advanced in Microsoft Office Suite (Excel, PowerPoint, Word) and Adobe Acrobat Pro
- **Communication:** Strong reading, writing, & comprehension skills
- **Process Improvement:** Experienced with the 5S model for workplace organization
- **Learning and Adaptability:** Quick learner with a thorough, detail-oriented approach
- **Physical Capability:** Able to handle strenuous physical tasks with ease
- **Technical Knowledge:**
  - Fundamentals of IT networking and security
  - Programming in HTML, CSS, SQL, Python, JavaScript, C++ & Batchfiles
- **AI Tools:** Skilled in prompting large language models (LLMs) such as ChatGPT, Claude, Copilot, Adobe AI and Grok

## Personal Website

 alexandercabrales.com

## References

Available upon request