

Alexander Cabrales

Striving for Excellence

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Objective: To obtain a rewarding position that allows me to grow as an individual in my future career and personal life.

Education

Bachelor of Science, Criminal Justice, Fall 2014
California State University, East Bay, Hayward, CA

Experience

Real Estate Law, Clerk at Ross Stores Inc., 2019-Current

Dublin, CA

- maintain a positive and professional manner.
- scan print, organize, and file legal and correspondent documents pertaining to Real Estate Law.

ESL Tutor at Ohlone College, 2017-2018

Fremont, CA

- worked closely with Ohlone faculty to tutor students in English reading and writing skills to achieve college level writing and reading.
- documented persistent grammar problems and their solutions to efficiently help tutees.

Crew member at In-N-Out, 2013-2016

Milpitas, CA

- sustained a clean working environment while providing excellent service to the customer.
- performed work task to maintain our business sustainability, as well as to serve the customer.
- adequately performed these tasks by completing the necessary functions required to service guest and keep the business running, efficiently.
- the positive result of performing these tasks is it increased and provided a productive team working environment.

Skills

-Fluent in English and Spanish
-Advanced user of Microsoft Office applications
-Ability to read and write well
-Ability to comprehend verbal or written instructions well
-User of the 5S model
-Ability to learn and accomplish tasks thoroughly
-Ability to maintain strenuous physical tasks easily
-Basic understanding of IT, such as networking and security, with knowledge in computer programming, such as HTML, CSS, SQL, Python, and C++

Personal Website

<https://alexandercabrales.com>

References

Available upon request .