

## CONTACT INFORMATION

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📍 San Leandro, CA

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## EDUCATION

### Bachelor of Arts in Communication Studies

🏛️ San Francisco State University

🎓 12/2020

- GPA: 3.79
- Magna Cum Laude
- Dean's List all semesters
- President's Leadership Fellows Program

### Associate in Arts for Transfer in Communication Studies

🏛️ Chabot College

🎓 05/2019

- GPA: 3.62
- Highest Honors

## CERTIFICATIONS

CPR/AED/First Aid

- Body: National CPR Foundation
- Current through 01/2023

## TECHNICAL SKILLS

Microsoft Office Suite (Word, Excel, PowerPoint)

Google Docs

## SOFT SKILLS

Self-starter Strong work ethic

Motivated Organized

Problem-solving Brainstorming

Improvising Flexibility

Verbal and written communication

Active listening Team player

Approachable character

# BRANDON DELOS REYES

## PROFESSIONAL EXPERIENCE

### PE TEACHER 08/2023-PRESENT

Rhythm and Moves, Alameda, CA

- Teach different units of sports
- Lesson plan and prep for all grades TK-8th
- Attend Professional Development Events virtually and in person
- Count PE equipment of unit and return and swap for new unit equipment
- Communicate with staff at schools about schedules/events regarding PE and any incidents
- Get Mentored on ways to improve as a PE Teacher
- Make simple transitions between and after classes and plan accordingly for all grades TK-8th
- Give Practice Fitness Tests despite not being required for private schools

### PROGRAM COORDINATOR 08/2021-06/2023

LEGARZA, SAN CARLOS, CA

- Directs/Coaches PE, All Sports, Track and Field, Cross Country, and Basketball, and Volleyball
- Pulls equipment from warehouse for upcoming units or camps for different sites
- Counts inventory of equipment, shirts, and utilities
- Communicates to parents about upcoming schedules, important information or answering any questions/concerns
- Communicates to school staff about any incidents/situations
- Advertises upcoming classes via email
- Meets with other staff members regarding any schedules, goals, expectations, and updates
- Sends out results of scores/placements of sports events
- Helps assist teachers for STEAM
- Teaches STEAM including art, engineering, and coding
- Brainstorms ideas for small groups for kids grades 1st-3rd
- Score keeps for middle school sports
- File medical forms for middle school sports
- Help assist ELOP program such as making sure students completed their homework
- Promote and talk to schools about contracting and sponsoring

### SPORTS LEAD

🏛️ Parks and Recreation Department of the City of Alameda, Alameda, CA

📅 05/2021 – 08/2021

- Oversees the youth sports programs
- Leads, tasks, and schedules a staff of 10 coaches
- Approves scheduling requests and timesheets
- Creates weekly schedules of sports with drills/games
- Creates practice plans/guides for coaches
- Facilitates reviews with coaches to discuss goals and expectations, provide feedback on performance, and evaluate how sports programs are running
- Reports to supervisor about feedback from parents/participants, areas of improvement, and tasks to be completed
- Inventories and organizes new sports equipment; Sets up the facility with equipment
- Conducts check-in process for participants; Notifies participants of their assigned sport based on rosters
- Communicates with parents about questions/concerns and any incidents involving their child(ren)
- Advertises sports programs to the community via emails
- Designs posters for gym/park facilities to create a welcoming atmosphere

### RECREATION SPECIALIST I

🏛️ Recreation and Human Services Department of the City of San Leandro, San Leandro, CA

📅 06/2017 – Present

- Employee Learning Camp: Plans educational and recreational activities for the children of city employees during school and after-school hours during pandemic

- o Assists 10+ students with reading, math, and science lessons and ensures they attend required online classes
- o Coordinates and facilitates arts and crafts, games, and park activities
- Facilities: Coordinates facility rentals, including giving informational tours of spaces and setup/takedown of tables/chairs
- All Saints Episcopal Church Food Pantry: Assists in running the pantry, including traveling to local depots to pick up non-perishables; and assorting, organizing, and packaging food for equal distribution to 200 families per month
- Summer Adventures Day Camp: Responsible for multiple groups of youth (ages 5 through 17) on field trips for recreational activities
- Junior Warriors: Develops and implements a fall basketball camp
  - o Teaches 8-10 players (ages 9 through 15) the basic basketball fundamentals
  - o Organizes drills to improve on fundamentals
  - o Coaches players during scrimmages
- Camp Hooty Hoo
  - o Leads 10+ children (ages 5-13) in arts and crafts and physical fitness activities
  - o Communicates with parents about questions/concerns and any incidents involving their child(ren)

#### **ASSISTANT MANAGER/FLOOR LEAD/SALES ASSOCIATE**



Skechers, San Leandro, CA



10/2016 – 10/2021

- Promoted from sales associate and floor lead for exceeding goals and supporting company culture
- Supervises and delegates daily tasks to 10-15 staff personnel
- Tracks and compares daily, weekly, and monthly sales for store and staff
- Consistently meets and exceeds personal sales goals and store sales goals
- Responsible for freight and weekly shipments and inventory control and evaluation
- Opens or closes the store on designated shifts
- Trains new sales associates and managers about products, standards, and store policy
- Provides services to customers, such as order placement or account information
- Manages cash drawers and cash pick-ups
- Encourages associates to promote sales to customers, sales goals, and overall store goals