

Edgar Diaz

edgar.diaz@valpo.edu

3927 W. 69th Place, Chicago, IL 60629

Academics:

Valparaiso University: 2012-2016 (expected)

Major: Business Management Major GPA: 3.203 Overall GPA: 2.937

Extra-Curricular Activities:

Lambda Chi Alpha Fraternity 2013-present

Recruitment Chairman

(Spring and Fall of 2014)

- coordinated, organized, and managed formal and informal recruitment events for the fraternity
- managed a budget of approximately \$2,000
- organized and managed a running tracking list of potential members for the fraternity based on unique qualities that individuals shown on personal interactions with brothers
- Ran workshops for the fraternity to help establish effective recruitment strategies throughout the year

Vice President of External Affairs/Philanthropy Chairman

(Spring of 2015-present)

- Managed a budget of approximately \$500
- Organized a committee to help manage the fraternity's social media platforms for PR
- coordinated, organized, planned, and managed philanthropy events for various charities, including Feeding America and St. Baldrick's Association, for the fraternity
- Inspired and tracked service hours for the community for the brothers of the fraternity

Work Experience:

Monterrey Security

(2011-2012)

- worked as part of the event staff for security purposes to ensure the safety and wellbeing of consumers at various locations throughout the Chicagoland area. These areas included Soldier Field, Toyota Park, First Midwest Bank Amphitheater, Navy Pier, etc.

Ideal Box Company

(summer of 2013)

- worked on production line ensuring the careful handling of stacks of corrugated sheets used in constructing cardboard boxes
- handled and operated BOBST machinery used to cut corrugated sheets into certain shapes to construct multiple forms of cardboard boxes that were shipped to multiple retailers and wholesalers

Cold Stone Ice Creamery

(summer of 2014)

- worked as part of the staff, responsible for the upkeep of the building and interaction with customers to create a positive and friendly environment for both co-workers and consumers

Walgreen's

(summer of 2015-present)

- worked as a customer service associate which entailed shifts as checkout cashier and photo specialist. This job included heavy interactions with customers on a daily basis, counting down the cashier drawers at the end of the day, restocking inventory, and maintaining the store everyday

Abilities:

- Proficient in Microsoft Office, PowerPoint, Excel, and Access
- Basic Navigation of SAP
- leadership and teamwork skills