

Derek Ynzunza

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EDUCATION INFORMATION

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|----------------|---|----------------------------|
| 2007 – Present | Les Roches School of Hotel Management Master of Business Administration in Finance | Crans-Montana, Switzerland |
| 2000 – 2004 | San Jose State University Bachelor of Science in Recreation and Leisure Studies Emphasis on Tourism and Commercial Recreation Minor in Business Marketing | San Jose, California U.S.A |

WORK/TRAINING EXPERIENCES

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| 2006 – 2007 | Leasing Agent/Activity Center Coordinator <u>Equity Residential</u> Actively rented apartments to interested clientele through facility tours, maintained and completed new apartment contracts, renewed and terminated existing contracts and supervised and coordinated special events in the activity center. | Milpitas, California |
| 2006 – 2007 | Bartender <u>Hilton</u> Mixed and served beverages to hotel guests, cleaned and maintained bar area, open and closed POS system and controlled inventory. | Fremont, California |
| 2005 – 2006 | Bartender/Server <u>Almaden Golf and Country Club</u> Mixed and served beverages to club members, served food during lunch, dinner and banquets and helped set-up and break down special events. | San Jose, California |
| 2004 – 2005 | Administrative Assistant <u>OfficeTeam</u> Assisted Project Manager with extracting word documents into Slim Program, typed contract documents, faxed, filed and solved IT problems. | Los Angeles, California |
| 2004 | Intern <u>City of Culver City Parks and Recreation Department</u> Registered participants in recreation and after school programs, planned and promoted special events, handled park and building permits and created an operational manual for the Registration desk. | Culver City, California |

VOLUNTEER WORK

Red Cross Helped create and distribute blood drive fliers
Second Harvest Food Bank Helped organize and set-up can food drive
San Jose Recreation Department Supervised wheelchair rugby
Aramark Worked in concession stand serving alcoholic beverages
InnVission Organized special Halloween event for underprivileged children
County of Santa Clara Juvenile Hall Organized and participated in a cultural special event for inmates

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Word Perfect, Recware Safari, Adobe Photoshop, Jonas, Micros, Abuilder, Adobe Acrobat, and basic knowledge of Quicken, C++, Slim, SPSS and AutoCad.

CERTIFICATIONS/PROFESSIONAL ORGANIZATIONS/CLUBS/AWARDS

National Bartending Certification
Training for Intervention Procedures (TIPS) Certified
Member of American Hotel and Lodging Association (AHLA)
Kappa Sigma Fraternity
Culver City Parks and Recreation Employee of the Month
Hilton Food and Beverage Star of the Month