

Emanuel Marquez

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Goal: Hire me for reliability, fast learning, and great customer service.

Experience

Leslie & William McMorrow Neighborhood Academic Initiative

2018 – 2026

IT Lead

- Engaged with counseling team to develop an application for storing sensitive health data.
- Cleaned, sorted, and updated thousands of existing student records.

Instructor & Teaching Assistant

- Enhanced and led computer courses for bilingual adults with limited technical knowledge.
- Assisted three hour extracurricular science courses for middle school students on Saturdays.

Holland Flower Market

January 2025 – June 2025

- Inputed hundreds of orders and prepared pickup documents for daily airline deliveries.

AirVitalize

September 2022 – August 2023

Junior Engineer

- Prototyped a low-power air-purifying device and conducted extensive customer discovery.

Little Caesar Enterprises Inc.

January 2020 – December 2020

Crew Member

- Opened storefront and prepped dough for upcoming products.
- Provided excellent customer service as a cashier.

Domino's Pizza Inc.

January 2019 – December 2019

Delivery Expert

- Provided excellent customer service as a cashier and bicyclist delivery person.

Volunteer

Community Solidarity Project

January 2024 – January 2026

- Bolstered community events and increased communications efficiency.

Los Angeles Public Library

May 2024 – December 2025

- Fostered relationships with community members via the Adult Literacy Services program.

Skills

Bilingual

- English speaking, reading, writing expert.
- Spanish speaking, reading, writing intermediate.

Computer Specialist

- Expert in Office Suite: Word Processing, Spreadsheet Editor, Presentation Software.
- Proficient in Python.

Education

Foshay Learning Center – Los Angeles, CA

2012 – 2016

- High School Diploma