

Johnny Leyva

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EDUCATION

Accounting Major

California State University Dominguez Hills • Carson, CA • Expected June 2025

• Bachelors In-Progress

CSU General Education Breadth Certificate

Minor in Business Administration • Cerritos College • Cerritos, CA • 2022

• Transferred to California State Dominguez Hills to pursue a Bachelor's in Accounting.

EXPERIENCE

Summer School Instructor Aide

St. Albert the Great School

August 2022 - Present, Rancho Dominguez, CA

- Provided individual assistance to students with learning activities and assignments.
- Assisted the lead teacher with classroom control, grading papers, and aided with any other tasks required by the instructor.
- Assisted in preparing and setting up educational materials and activities. Ensured that equipment was safely arranged, ready for use, and later properly put away.

Security Guard

American Guard Services Inc.

January 2021 - Present, Port of Los Angeles

- Operate X-Ray Machines to scan bags, belongings, and items carried by guests.
- Monitor and patrol assigned zones, promptly responding to security breaches and suspicious activities.
- Interact courteously and professionally with guests undergoing the security screening process, explaining procedures and providing assistance as needed.
- Collaborate with law enforcement and port officials to maintain a secure environment and adhere to maritime security regulations.

Custodian

Kellermeyer and Bergensons Services LLC

March 2019 - January 2021, Torrance, CA

- Efficiently drove and operated a floor scrubber to maintain the cleanliness of large warehouse floors, ensuring a tidy and safe working environment for employees and visitors.
- Performed thorough cleaning/sanitation of restrooms and regularly emptied and replaced trash cans throughout the facility, disposed of waste properly in various sections of the warehouse. (Inside and outside)
- Followed established safety guidelines and procedures while performing janitorial duties. Prioritized safety for both my coworkers and others in a busy warehouse setting.

Job Coach

Aim Higher, Inc.

October 2018 - March 2019, West Covina, CA

- Provided personalized support to 3-4 clients with special needs weekly, offering transportation to appointments and job interviews. Accompanied clients to their workplace and assisted with the training process until they could independently fulfill job requirements.
- Conducted interview preparation sessions, to help clients with effective communication strategies, and confidence-building techniques to enhance their success in job interviews.
- Assisted clients in finding a job, completing applications, and finding meaningful opportunities.

Campaign Canvasser

Nanette Barragan Congressional Representative District #44

January 2016 - March 2016, South Gate, CA

- Conducting phone calls to registered voters within District 44 to inform them about Nanette Diaz Barragán's candidacy and persuade them to vote for her in the upcoming election.
 - Engaging with potential voters in meaningful conversations, addressing their concerns, and highlighting Nanette Diaz Barragán's qualifications.
 - Organized voter list, utilized/organized several electronic devices, and efficiently updated people on the upcoming election.
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SKILLS

- Proficient in English and Spanish
 - Adept in Microsoft Excel, Word, PowerPoint, and Access.
 - Experience in using Python, Linux, JavaScript, HTML, CSS, etc.
 - Experienced with Adobe Premiere Pro, After Effects, Photoshop, Cap Cut, Canva, and Illustrator.
 - Certified and skilled in utilizing X-ray Machines for enhanced security measures.
 - Proven ability to maintain a safe environment through vigilant monitoring and swift response to incidents.
 - Strong attention to detail and adherence to security protocols.
 - Experience in controlling large crowds.
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CERTIFICATIONS

Transportation Worker Identification Credential (TWIC)

San Pedro, CA · 2023

- It ensures compliance with security regulations set by the Maritime Transportation Security Administration and other federal mandates.

BSIS: Guard Card

Bureau of Security and Investigative Services · 2020

Class C Drivers License

DMV · 2018
