

# JAY BLAS JACOB CABRERA

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## EXECUTIVE & ADMINISTRATIVE ASSISTANT

Driven professional with over a decade of experience in executive and administrative management. Comprehensive expertise in research, drafting reports, bylaws, protocols, public speaking, volunteer management, and public input. Proven ability to solve problems and create unity for expedited project implementation. Outstanding communication skills; English & Spanish. Additional Proficiencies include but are not limited to:

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| ✓ Meeting Preparation, Planning, & Facilitation | ✓ Attention to Detail and Following Protocol |
| ✓ Professional Corporate Representation         | ✓ Problem Solver including Math & Calculus   |
| ✓ Public Interaction and Media Support          | ✓ Multi-Tasking & Multi Project Coordination |
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## TECH SKILLS

Excel Master; Other Microsoft Office Tools: Word, Outlook, Power Point; Macintosh Tools: Pages, Numbers, Keynote, iMovie, Garage Band, simple iOS mobile apps; Adobe Digital Editing: Photoshop, Illustrator, Acrobat, In Design; Website Content Management Systems: Dream Weaver, iWeb, Wordpress, Drupal, Magento, ZenCart

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## ADMINISTRATIVE EXPERIENCE\*

Owner Administrator BJC Services 2006-present

Started my own businesses that provides individual clients with administrative and assistant services including organizing, websites, communications, wellness services, and more.

Chair, Community Life Network Inc 501(c)3 2007-present

Founded a non-profit organization and run administrative functions including finances, grants, taxes, outreach, marketing, websites, recruitment, facilitation, and more.

Founding Staff Representative to the UC Santa Cruz Committee on Sustainability & Stewardship (2004-6)

Collaborated on the founding and drafting of the guiding documents for the highest level sustainability committee to the Chancellor of UC Santa Cruz and the establishment of the UC Santa Cruz Office of Sustainability.

Elected Internal Vice Chair of the UC Santa Cruz Student Union Assembly (2003-4)

Collaborated with the campus student body and the UC Santa Cruz Chancellor to coordinate the smooth functioning of the student body government, on-campus politics, and a \$300,000 budget, as well as participation in both the UC Student Association and the US Student Association at state wide and national conferences.

Elected Chair of the UC Santa Cruz Student Committee on Committees (2003-4)

Oversaw the appointment of students to over 100 administrative committees for UC Santa Cruz decision making. Founded the Cross Committee Communication Caucus and implemented the first online appointment system.

Student Representative to the Transportation and Land Use management Committees (1999-2003)

Participated in committee meetings and gave advice and input to the Administrators in charge of Transportation & Land Use Decisions for UC Santa Cruz and the Santa Cruz Metro Transportation Authority.

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## EDUCATION

University of California at Santa Cruz

Environmental Studies & Biology

Emphasis on Sustainability, Plan Sciences, and non-profit management.

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## REFERENCES

Melissa Vo, Grant Writer Girl Scouts of America 917-456-2040 mellyvo@gmail.com

Joyce Rice, Current Sustainability Student Coordinator at UC Santa Cruz 831-459-1714 jmrice@ucsc.edu

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\* For Professional, Non-profit, or extracurricular experiences please ask..