

ROBERTO TAPIA-BRAVO, MSPM, SCPro

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EDUCATION AND CERTIFICATIONS

Certificate of Completion Environmental Studies, U.N. Institute for Training and Development, 2019

Master of Science in Project Management, University of Wisconsin-Platteville, WI., 2017

Council of Supply Chain Management Professionals SCPro Fundamentals Certification, LINCS, CA., 2017

Professional Certificate in Human Resource Management, SDSU, San Diego, CA., 2016

Professional Certificate in Project Management, UCSD, San Diego, CA., 2016

Diversity Management & Customer Service Certificate, Southwestern College, Chula Vista, CA., 2014

Bachelor of Art in Political Science & Public Administration, SDSU, San Diego, CA., 2013

Associate of Art in Political Science & French, Southwestern College, Chula Vista, CA., 2010

SUMMARY OF QUALIFICATIONS

Polyglot (SP, FR, & JP)	Research and Analysis	MS Office/Google Apps	Accounting/Bookkeeping
Project Management	Human Resources	Administration	Data Entry/Recordkeeping
Marketing/Social Media	Purchasing/Procurement	Multi-Phone Lines/Email	Laws/Regulations/Policies
Problem Solving	Filing/Copying/Faxing	Team Player	Logistics/Inventory Control

PROFESSIONAL WORK EXPERIENCE

Keller Williams Realty, Chula Vista, CA

Part Time Internship Administrative Assistant

05/07/2018 – 05/25/2018

- Managed schedules and calendars.
- Booked meetings with clients for the director of the program.
- Created documents that represented activities of the organization.
- Made marketing promotions for our training program.
- Updated information from our organization that was on the webpage.
- Provided information to our clients.
- Welcomed new people to our training program by giving them new information packets and answered their questions as they would come in to the office.

California Center for International Trade Development, National City, CA

Internship, Project Support

01/23/2017-08/02/2017

- Gathered and gave information to our customers regarding their questions about our business operations using English and Spanish interchangeably.
- Sent out marketing promotions through email using Constant Contacts.
- Sent out written correspondence to our clients regarding events and services.
- Collected and analyzed data and information on subjects such as tariffs, quotas, and currency.
- Updated our monthly events webpage through WordPress for business and entrepreneurship activities.
- Conducted market research on various economic matters, including trade agreements and regulations.
- Facilitated workforce development in Global Trade, Supply Chain, & Logistics departments of firms in various sectors.
- Created an online high school education program that covered supply chain management studies.

Planned Parenthood, San Diego, CA

Internship, Government Relations

04/09/2015-08/31/2015

- Operated different sorts of office equipment and helped coordinate health programs.
- Kept records and information up to date in our computer database.
- Maintained tact and confidentiality of our operations and prepared business reports.
- Did community outreach to inform people from different backgrounds of our services and eligibility.
- Created PowerPoint slides and drafted documents to inform the public of Planned Parenthood events.
- Provided administrative support to the Government Relations Team and the Vice President.
- Scheduled events and recruited volunteers for our operations.