



OSCAR ALVAREZ

CONTACT



QUEENS, NY



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631-893-9117

SKILLS

- **Computer Skills:** Microsoft Office, Excel, Word, PowerPoint.
- **Phones Support:** IOS, Android.
- **Web Development:** HTML, CSS, JS
- **Design Skills:** Adobe Photoshop, Illustrator, After Effects, InDesign
- **Languages:** Spanish, English
- **Social Media:** Facebook, Instagram, TikTok

EDUCATION

LAGUARDIA COMMUNITY COLLEGE

New York, NY

March 2022 – Current

AAS in New media technology

VIRGEN DE LA PALOMA

Madrid, Spain

September 2013-July 2015

Degree in Business Administration

JAIME VERA

Madrid, Spain

September 2011-July 2013

High School Humanities Studies

PROFILE

New Media Tech Student looking for an entry-level position to apply academic knowledge and skills in a dynamic content creation job. Looking forward to contribute and be part of a team where I can gain experience and continue evolving in this field.

EXPERIENCE

Cardinal McCloskey Community Services, New York, USA

January 2022 – Current

Business Specialist / VanAm Graphic Designer

- Provide support in all aspects to the CTFSS/HCBS, Care Manager, and Finance department.
- Maintain good relationship with Insurance companies.
- Platform and documentation maintenance.
- Phones support and apps maintenance.
- Follow all laws and regulations from the New York Department of Health.
- Create promotional material for the agency VanAm project.

Cardinal McCloskey Community Services Clinic, New York, USA

September 2020 – January 2022

Business Operations Associate

- Provided support in all aspects to the McCloskey Cares Clinic.
- Provided support to other departments such as the finance department.
- Cooperated with doctors and clinicians involved in the clinic.
- Helped with Platforms and documentation maintenance.
- Helped and assisted our families from the community.

NAYA Holdings, New York, USA

April 2019 – March 2020

Catering Manager and client relations / Marketing Specialist

- Planned and managed all catered events.
- Helped customers to determine their catering needs and requirements.
- Supervised and coordinated food preparation and serving during events.
- Created and designed promotional material for all Naya stores.

NAYA, New York, USA

November 2015 – April 2019

Shift Leader/ Crewmember

- Worked as crewmembers in different positions such as the kitchen, the counter, and the delivery station.