

**JORGE E. VALENCIA**

965 Braun Terrace

Union, NJ, 07083

Cell: 908-4253831

Jorge\_V@Ymail.com

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**

**Rutgers School Of Arts– Newark**

*Bachelor of Science*

December 2018

- 3.1 GPA
- Dean's List all of 2017 Calendar Year
- Minor Concentration in Journalism

**UNION COUNTY COLLEGE, Cranford, NJ**

December 2013

*Associate Degree in Sports Management*

- 3.0 GPA

**BROOKLAKE COUNTRY CLUB**

Florham Park, NJ

September 2006 – July 2020

Golfer's Customer Service

- Entrusted with supervisory responsibilities when manager is not available.
- Experience with golf rules and regulations.
- Provide customer service and create a welcoming environment.
- Manage golf schedule to ensure adequate payment.
- Train and direct any new employees.
- Cover the golf shop and answer calls and register payments when needed.

**PAMBROS TRANSPORT CORP.**

Kearny, NJ

August 2020 – Present

Office Assistant.

- Answering Phone calls and emails from fellow employees
- Organizing paper work each morning and making sure each of the day's before task are entered correctly into the system
- Creating invoices for new orders and making sure the custom pricing are correct
- Create incident reports when necessary
- Replaces Dispatchers when they are not around or off work.

**SKILLS:**

- Knowledgeable in Microsoft Word, Excel, PowerPoint,, different Social Media technologies and WordPress.
- Languages: Fluent in written and verbal Spanish/English.
- 

**ADDITIONAL:**

- Creator, owner and manager of [www.worldsportsculture.com](http://www.worldsportsculture.com)
- Creator, owner and manager of youtube channel and IG with 10K+ followers — The Culture Catalog
- Former Certified Personal Trainer by Personal Training Institute of America
- Writer for Rutgers Newark newspaper back in 2014-2015