

Joshua Valencia

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RESUME

WORK EXPERIENCE

Joshua's Flowers, Cypress, CA — *Business Operations Manager*

January 2015 - Present

- Family business with 4 retail locations in Orange County and Los Angeles County .
- Responsible for design and installation of large events and weddings.

Built Works Inc., La Brea, CA — *Foreman*

August 2017 - November 2017

- Supervised subcontractors and reported daily project updates to the General Contractor
- Coordinated with subcontractors to schedule material delivery.

Wood Electric LLC., Norwalk, CA — *Summer Apprenticeship*

July 2017 - August 2017

- Performed general labor in residential and commercial projects under the supervision of a licensed electrical contractor.

Joshua's Flowers, Wilshire, CA — *Self-Employed*

January 2015 - June 2017

- Owned and operated a single retail shop serving the Wilshire business district and Hancock Park area.

EDUCATION

Cal Poly Pomona - Construction Engineering & Management B.S. (*B.S. In Progress*)

Fall 2021 - Present

- Admitted as a transfer student in Fall of 2021

Los Angeles Trade Technical College / ELAC

Fall 2018 - Spring 2019

- Completed 1st & 2nd semester courses in **Architectural Technology**
- Completed a 3rd semester course in **Concrete Construction** from the **Carpentry Department**
- Completed courses in Chemistry, Physics, and Mathematics.

Santa Monica College, Santa Monica, CA

Fall 2013 - Spring 2015

- Completed courses in General Studies with an emphasis in Business Management
- Completed 1st and 2nd semester courses in Accounting & Economics

South East High School , South Gate, CA

- Graduated in 2013 with a 3.5 GPA with Honors & AP coursework

TECHNICAL SKILLS

Building Experience:

- Have a strong understanding of carpentry framing techniques and a general understanding of electrical wiring.
- Have a strong understanding of calculations for measuring and quantifying materials.
- Have a general understanding of the building process and have a strong understanding of building materials.

Architectural Software:

- Intermediate skill level in AutoCAD, REVIT, 3DS Max (3D Visualization Graphics)

Computer Programs:

- Microsoft Office: Word, Excel, Powerpoint

Accounting Software:

- Quickbooks

Editing Software:

- Video Editing Software and Graphic Design Skills