

Carlos Alvelo Jr.

Philadelphia, PA 19133 • 267-323-6468 • calvelo4505@gmail.com

EDUCATION

Cristo Rey Philadelphia High School

Philadelphia, PA

- College Preparatory Curriculum
- Work Study Program - 4 years
- 3.7 Cumulative GPA + Honor Roll
- 2023 Graduate

Temple University - Fox School of Business

Philadelphia, PA

- Real Estate Major
- Expected Graduation, 2027

EXPERIENCE

Crystal Tea Room

Philadelphia, PA

Server

January 2024-Present

- Cater to guests
- Tidy up and organize assigned spaces
- Maintain clean cutlery and glassware for guests

Becker's School Supplies

Pennsauken, NJ

Warehouse associate

June 2023-August 2023

- Packed and Consolidated various packages, items, and shipments.

Montgomery County Courthouse

Philadelphia, PA

Civil Court Intern

September 2022-May 2023

- Assist the Judge and Lawclerk with administrative duties

Unitedhealthcare

Philadelphia, PA

Accounting department Intern

September 2021-May 2022

- Accounts receivable check registration

Columbia North YMCA of Greater Philadelphia

Philadelphia, PA

Wellness Intern

September 2019-May 2020

- Communicate with guests and addressed member questions
- Organize and sanitize equipment
- Assist members with fitness goals

SKILLS

- Team Player
- Organization
- Collaboration
- Culturally Responsive Communication
- Customer Service
- Attention to Detail