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# Leonardo (Leo) Perez

## Student

Mesa, AZ

773-895-5857

lvperez1738@gmail.com

## SKILLS

- Knowledgeable in programs such as Microsoft Excel, Microsoft PowerPoint, Google Docs and Google Slides
- Able to clear out queues and cases in Salesforce
- Use PeopleSoft to address customer relationship management
- Dual communication in Spanish and English

## EXPERIENCE

### **Hirsch Academy, 6535 E Osborn Rd #401, Scottsdale, AZ** - *Volunteer*

Christmas 2021

- Helped sort gifts for children in need in the community.
- Communicated with parents and helped lead them around campus.

### **Saguaro High School, 6250 N 82nd St, Scottsdale, AZ** - *Teacher Assistant*

August 2021 - May 2022

- Tutored freshman students in Algebra.
- Assisted my teacher with tasks such as grading papers, decorating, lifting certain objects, etc.

### **Admission Services, (Arizona State University), 1151 S Forest Ave, Tempe, AZ** - *Peer Admissions Representative*

September 2022- present

- Providing excellent customer service to prospective students and families and representing Admission Services at our front window with knowledge of admission requirements and processes pertaining to prospective student enrollment.
- data entry, calling and emailing students, general office responsibilities, and other duties as assigned.

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**Center for Latina/os and American Politics Research, (Arizona State University), Tempe, AZ - *Research Analyst***

March 2024 - present

- Crafting a plain-language report on the state of Latino electoral mobilization and participation in the state of Arizona, including comprehensive coverage of several issues.

## **EDUCATION**

**Saguaro High School- *Diploma***

August 2018-August 2022

**Arizona State University- *Bachelor's Degree (Political Science)***

August 2022-Present