

# JAY BLAS JACOB CABRERA

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## EXECUTIVE & ADMINISTRATIVE PROFILE

Driven professional with over a decade of experience in executive and administrative management. My comprehensive expertise includes leading research efforts for projects, drafting reports, management of new businesses and employees, and making public presentations. Fully versed in numerous bylaws, protocols, and public interaction and media support platforms. From my diverse experience I am looking for a new opportunity to invest my problem solving mindset and potential in, seeking to continue growing my network, technical skills, and positive impact on my community.

## EDUCATION

### University of California at Santa Cruz, 2006

Environmental Studies & Biology, Emphasis on Sustainability, Plan Science, and Non-Profit Management

## PROFESSIONAL EXPERIENCE

### Founder, Administrator, BJC Services

**2006-present**

BJC is a business that provides individual clients with consultation support for websites, wellness, and devices.

- Primary administrator and manager of company
- Consult and generate concepts for customer websites and projects
- Assist in iPhone, mobile, and music applications
- Create and maintain company and client websites
- Communicate with and assist in communication efforts of clients

### Chair, Community Life Network Inc 501(c)3

**2007-present**

This volunteer, non-profit organization strives to network community resources to find solutions to problems.

- Advise and facilitate company finances
- Oversee grants and tax entities
- Collaborate with sponsors on community projects
- Generate and premier marketing material
- Manage and maintain website
- Recruit support from general community

### Founding Staff Representative, UC Santa Cruz Committee on Sustainability & Stewardship

**2004-06**

- Collaborated on the founding and drafting of key documents
- Wrote proposals and reports
- Interfaced with sustainability committee members and Chancellor of UCSC

### Elected Internal Vice Chair, UC Santa Cruz Student Union Assembly

**2003-04**

- Coordinated participation of UC Student Association and the US Student Association at state wide and national conferences
- Ensured activities were managed within \$300,000 budget
- Facilitated smooth functioning of the student body government
- Addressed on-campus politics

### Elected Chair, UC Santa Cruz Student Committee on Committees

**2003-04**

- Assisted in organization of over 100 administrative committees for UC Santa Cruz decision making
- Founded the Cross Committee Communication Caucus
- Implemented the first online appointment system
- Scheduled and oversaw student appointments

**Co-Founder, California Student Sustainability Coalition****2002-03**

The CSSC unites and empowers community of higher education to collaboratively and nonviolently transform themselves and institutions based on our inherent social, economic, and ecological responsibilities.

- Collaborative with student organizations statewide
- Attended and assisted in the organization of numerous meetings
- Conceptualized the need for the organization
- Researched key principles on which to base the coalition

**Student Representative to the Transportation and Land Use management Committees****1999-2003**

- Advised Administrators in charges of Transportation & Land Use Decisions for UC Santa Cruz and the Santa Cruz Metro Transportation Authority
- Independently researched pertinent information for collaboration and consulting
- Participated in committee meetings

**QUALIFICATIONS****Professional Skills:**

- Professional representative
- Management
- Meeting Preparation, planning, & facilitation
- Research
- Report drafting
- Public interaction

**Microsoft Office Tools:**

- Excel
- Word
- Outlook
- Power Point

**Macintosh Tools:**

- Pages
- Numbers
- Keynote
- iMovie
- Garage Band
- iOS mobile apps

**Adobe Digital Editing:**

- Photoshop
- Illustrator
- Acrobat
- In Design

**Website Content Management Systems:**

- Dream Weaver
- iWeb
- Wordpress
- Drupal
- Magento
- ZenCart