

Randy J. De La O
3202 Oak St.
Las Cruces, New Mexico 88005
505-640-5009
radelao@gmail.com

OBJECTIVE

To obtain experience and further develop my skills in the field of business, through a company position in the insurance and financial industry.

EDUCATION

Candidate for Bachelor of Arts, New Mexico State University, Las Cruces, NM.

Major: General Business

Minor: Economics

Expected graduation date: December 2006

RELEVANT COURSEWORK

Economics of Labor Markets	Design and Delivery of Goods (Group Project)
Economics of Money and Banking	Human Resource Management
Macro Economics	Business Information Systems
Micro Economics	Communications
International Marketing	Financial Accounting
Consumer Decision Process Marketing	Management Accounting
Development and Training	Business Computer literacy
Principles of Insurance	

WORK EXPERIENCE

Soil Microbiology Laboratory
NM. Laboratory Assistant

New Mexico State University Las Cruces
January 2004-Present

In charge of regulating laboratory activities.

- ❖ Collected Soil samples from various field for analysis.
- ❖ Prepares soil samples for analysis.
- ❖ Conducted research analysis on soil samples.
- ❖ Prepare analysis data for supervisor.

Rivers Edge Transport
Technical support
In charge of computer system for company

Las Cruces NM.
May 2004- Present

- ❖ Financial log data entry.
- ❖ Training of other employees on basic computer programs (Word Excel Quick Books)
- ❖ Computer maintenance.

Soil Physics Laboratory
Laboratory Assistant

New Mexico State University Las Cruces NM.
May 2000 –December 2003

In charge of regulating laboratory activities.

- ❖ Collected soil and plant tissue samples from various field for analysis.
- ❖ Prepares soil and tissue samples for analysis.
- ❖ Conducted research analysis and experimentation on soil and tissue samples.
Prepare analysis data for supervisor

SKILLS

Microsoft Word, Excel and Quick Books and Conversational Spanish

EXTRA CURRICULAR ACTIVITIES

Hispanic Business Student Association (President)
New Mexico State University

November 2005 -Present
Las Cruces, NM.