

# Carlos Leyva III

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North Versailles, PA 15137 | 530.651.3048 | [Carlos@Leyva.pro](mailto:Carlos@Leyva.pro)

## Skills

- Budget Management
- Project Management
- Multi-OS Literacy
- Resource Management
- SEO, SEM, Analytic Systems Skills
- Team Management
- Proven Time Management Skills
- Complex Problem Solving Abilities

## Experience

### **South Regional Catholic Elementary Schools | Regional Business Manager - September 2020 - Present**

- Direct budget management of over \$10.3M annually
- Budget development, and organizational growth management
- Overseeing daily operations, managing budgets, and setting performance objectives.
- Planning, evaluating, and optimizing operations to be efficient and cost-effective.
- Recruiting, training, and supporting onsite and remote staff
- Developing and implementing business, marketing, and advertising plans.
- Preparing and presenting monthly, quarterly, and annual statements, analyses, and reports of operations and finances.
- Hired and managed a team of 8 Principals, 16 Administrative Staff and oversee 380 total staff.

### **Porterville College | Online Adjunct Professor - January 2018 - Present**

- Field of Instruction: Business, Marketing, Finance & Career Development
- Typical classroom size: 25-45 students per class | 85-125 students per semester
- Develop an instructional plan for a course that meets college and department standards
- Utilize a multitude of technology to best suit each individual student's learning styles
- Work with colleagues to develop or modify the curriculum for progressing education
- *Certified Blackboard, Canvas, and Schoology*

### **Diocese of Sacramento | Lead Marketing / Media Specialist - September 2018 - September 2020**

- Assist with, developed and managed \$3.2M budget annually
- Achieved budget reduction of 5-8% through stream-line management process and reduction in consultation contracts
- Achieved 35% internet traffic, contacts, and visibility increase after re-designed website and SEO adaptation
- Built and introduced Core Focused Group to build community identity and direction
- Develop and implement marketing and promotional plans for services and programs. Community giving increase by 3% in first year
- Develop effective communication strategies to targeted demographics
- Project management. Organize initiatives, plan events, and make technical recommendations
- Hired and managed a team of Designers and Administrative Staff

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## Experience cont.

### **Alterra Home Loans | Loan Officer II - May 2017- September 2018**

- Managed and contributed to continuous pipeline averaging \$5M individually, \$50M site total
- Customer satisfaction score 9.8 out of 10 across 15 independent reviews
- Awarded "*Fast and Upcoming*" and "*Manager's Recognition*" for dedication and focus to lead generation
- Sold mortgages including new purchase, refinance, home equity lines of credit, and government sponsored loans
- Update job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations
- Co-Managed team of Loan Officer's Assistants and Processors

### **Coleman Professional Services | Payee Case Manager – May 2015- May 2017**

- Direct budget management of over \$325,000 annually
- Accounts receivable and assume representative payee status for client. Prepare check requests, issue checks to consumers and their vendors
- Financial planning. Instruct and assist clients in the development of a personal budget and revise as needed. Provide ongoing financial consultation
- HIPPA compliant progress notes and client files on a regular basis while maintaining confidentiality
- Provide clients with case management services including linkage to mental health services, substance abuse treatment, medication, medical treatment, housing, Social Security, vocational assessment and training and/or any other needs
- Managed Payee Bookkeepers

## Education

- Franciscan University – Master's in Business Administration, 2017  
*Marketing & Communication Emphasis*
- Franciscan University – B.A. Clinical Psychology, 2016

## References

Mr. Jorge Fernandez - Owner, Rico Property Group  
559.791.5979 - jorge@ricopropertygroup.com

Mr. Jeroen Smit - Former Supervisor  
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