

Alexa Gonzalez

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Education

San José State University | Lucas College and Graduate School of Business.
Bachelor of Science in Business Administration / Mgmt. Information Systems

San Jose, CA
Expected: June 2027

Gavilan College, Communication Studies Certificate.

Gilroy, CA
May 2025

Relevant Coursework: Business Law, Financial Accounting, Managerial Accounting, Principles of Microeconomics, Principles of Macroeconomics, Business Communication, Computers in Business, Fundamentals of Business, Calculus for Business, Intro to Business Programming.

Experience

McDonald's
Crew Member/ Trainer

Morgan Hill, CA
September 2021 – July 2022

- Collaborated in a high-volume, fast-paced environment serving 400+ customers daily while maintaining accuracy and service quality.
- Trained and mentored new team members in operations, teamwork, and safety standards, contributing to a 15% improvement in shift efficiency.
- Supported managers in shift organization, ensuring smooth coordination during peak hours.

ID photographic studio
Digital Media and Web Assistant

Guadalajara, Mexico
January 2020- August 2021

- Led a website redesign project from concept to completion, improving client visibility and increasing online bookings by 25% and grew social media presence by 300%+ overall, significantly boosting brand awareness and customer engagement.
- Implemented digital record-keeping and scheduling tools, reducing administrative errors and improving workflow efficiency.

Leadership & Activities

Christmas gifts initiative.
Campaign Lead

Guadalajara, Mexico
October 2024 – December 2024

- Led a 15-person core team delivering holiday gifts and educational materials to underserved children in 8 local schools.
- Recruited and coordinated 40+ high school volunteers, managing logistics, fundraising, and delivery operations impacting 200+ children.

Santa Clara County Library
Tech Tutor Volunteer

Gilroy, CA
November 2024 – June 2025

- Delivered personalized one-on-one tutoring in Microsoft Office and digital literacy, empowering adults to gain confidence in technology use.

Skills

Leadership & Operations: Team Supervision, Training, Customer Service, Process Improvement, Logistics Coordination

Technical: Python, Microsoft Excel, Data Analysis and Administration, File Management, Business communication, and Cross-functional collaboration.

Language: English (fluent), Spanish (fluent)