Angelo Rosario

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EDUCATION

San Jose State University   San Jose, CA|United States
Business Administration: Management Information Systems | **Expected Graduation: Fall 2025**

Certifications:
Google Foundations Of Project Management (12/23)
Google Project Initiation (1/24)

SKILLS

SOFTWARE/TOOLS: Google Suite, Microsoft Suite, OneDrive, Toast, Teams
PROGRAMMING LANGUAGES: Python, SQL
ROLE-SPECIFIC SKILLS: Agile, Waterfall, Scrum

WORK EXPERIENCE

Assistant General Manager

Teaspoon| San Jose, CA   August 2023 – Present

- Recognized for outstanding performance as a Shift Lead, swiftly earning a promotion to Assistant General Manager at Teaspoon
- Leverage project management methodologies and analytics to deliver impactful weekly sales reports, directly contributing to exceeding monthly sales goals by 7-13% in Q4
- Manage 13 employees, driving staff improvement initiatives, leading to one barista being recognized as "Most Improved" for Q4

Shift Lead

Teaspoon| San Jose, CA   May 2023 – Aug 2023

- Guided operational efficiency initiatives as a Shift Lead, streamlining processes and fostering a collaborative environment for a 15% productivity boost
- Drove 20% store cleanliness improvement, leading to the highest score in Q3 and Q4 audits, demonstrating commitment to operational excellence

Operations Assistant   July 2022 – April 2023

Turo Rental Service|Alameda, CA
- Managed administrative tasks, reducing operational disruptions by 15% and sustaining a well-organized work environment
- Expertly orchestrated and executed daily projects and tasks, ensuring meticulous adherence to timelines and ultimately securing top status on the Turo platform for hosts
- Improved word processing and spreadsheet management, leading to 50% enhanced communication and collaboration efficiency

PROJECTS

Mock System Development Life Cycle

San Jose State University   Oct 2023 - Dec 2023
- Led a cross-functional team through strategic planning and analysis in the System Development Life Cycle (SDLC) project, utilizing both agile and waterfall methodologies to optimize efficiency and mitigate risks, resulting in streamlined communication, improved productivity, and enhanced overall project satisfaction

ORGANIZATIONS

Management Information Systems Association (MISA)   Aug 2023 - Present

San Jose State University

- Actively participate in MISA's meetings, facilitating direct engagement with industry professionals who delivered insightful lectures and shared firsthand experiences within the information systems field