

OBJECTIVE

I'm actively seeking a promising job opportunity where I can exercise, strengthen, and develop my technical and professional work skills as an Information Systems Analyst. My goal is to obtain a position with a well-established tech company that offers work-life balance, growth, and development to their employees. I see myself working for an organization with a well-planned mission along with positive values and beliefs.

EXPERIENCE

Congregation Sinai in San Jose, CA — Administrative Assistant

November 2021 - Present

Some of my responsibilities are updating our website and weekly newsletters, data entries in Excel, typing letters in Word, answering phone calls and emails, mailing out bills, and maintaining office equipment. Other duties include updating member records, organizing files, creating documents, ordering supplies, and other general office tasks.

Silicon Valley Staffing Group in Fremont, CA — *Line Cook at CISCO*

August 2017 - March 2020

I practiced culinary arts in a kitchen-based work environment and the physical safety hazards that come along with it. My priorities were providing the best customer service and cooking top quality meals. We were required to work fast paced and under great pressure.

Evergreen Valley College in San Jose, CA — *Student Ambassador*

August 2015 - June 2017

I was assigned basic office duties and used computer programs such as Microsoft Word for work assignments, Excel for data entries, and PowerPoint to create presentations for staff members.

EDUCATION

San Jose State University in San Jose, CA — *Studying for a bachelor's degree in Business Administration with a concentration in Management Information Systems (MIS)*

August 2019 - Present (Expected graduation date is May 2023)

Evergreen Valley College in San Jose, CA — *Associates degree in Business Administration*

August 2014 - May 2017

Alexis Villalobos

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SKILLS

Windows 7,8, and 10
Microsoft Office 365
Apple IOS
Apple and Android devices
Cable management
Task prioritization
Self-sufficient
Flexible collaborator
Adaptive learner
Detail oriented
Workstation installation
Customer service
Program installation
Analytical thinker
Creative mentality
Strong work ethic
Oral/Written communication
Leadership skills
Interpersonal skills
Bilingual (fluent in Spanish)

AWARDS

The National Society of
Leadership and Success
(2013)

VOLUNTEERING

Second Harvest Food Bank at
Evergreen Valley College
(2014-2017)

