

Casey De Vera

(916) 396-5461 | deveracaseyy@gmail.com | San Jose, CA

EDUCATION

San Jose State University

San Jose, CA

Bachelor of Science in Business Administration | Management Information Systems | GPA: 3.8 May 2026

- **Relevant Coursework:** Networking and Data Communications, Introduction to Business Programming, Global Dimensions of Business, Business Written Communications

Cosumnes River College

Sacramento, CA

Associates in Business Administration |

August 2022-May 2024

- **Relevant Coursework:** Micro- & Macro-economics, Calculus for Business and Economics, Statistics, Financial & Managerial Accounting, Introduction to Computer Info Science, Business Communications
- **Awards:** Golden State Seal Merit Diploma (2022)

WORK EXPERIENCE

California Department of Managed Health Care

Sacramento, CA

Student Assistant (Remote)

June 2024 - Present

- Processing 15-20 consumer complaints daily, accurately entering over 100 cases per week into the database while prioritizing based on urgency
- Collaborating with a team of 8 to manage case progress through a shared network drive, ensuring 95% of cases are completed within strict deadlines and up-to-date records
- Communicating effectively across departments while receiving ongoing training to improve complaint resolution and database management skills
- Contributing to a 20% increase in case resolution efficiency by improving communication and workflow coordination across departments

EXTRACURRICULARS

Graduate Business Student Association (GBSA)

San Jose, CA

Mentee

September 2024- December 2024

- Identified areas for professional growth by collaborating with an MBA mentor and implemented actionable strategies, resulting in improved confidence and networking skills
- Proactively scheduled and led 1:1 mentorship meetings to address career challenges, achieving greater clarity in career planning and leadership development
- Developed a professional portfolio by leveraging mentor guidance, which enhanced my preparedness for future career opportunities
- Addressed transition challenges into higher education by creating personalized development plans with my mentor, leading to stronger academic and professional outcomes

SKILLS & INTERESTS

Computer: Microsoft Office, Python, Adobe Acrobat

Languages: English (Native), Learning ASL

Interests: Yelp Reviewer, Personal Fitness, Pokemon Go