

## Past Experiences

### **Mendocino Farms**

*Certified Team Member*

**San Jose, CA**

*December 2022 - Present*

- Swiftly mastered knowledge and skills required to perform every position proficiently within the team
- Trained new team members to ensure a thorough understanding of the company's operations, values, and goals
- Enhanced team performance by providing continuous performance support and fostering clear, effective communication
- Proactively contributed towards guest satisfaction and consistently achieved sales exceeding \$10,000 each afternoon

### **Silver Creek Interact Club Event Coordinator**

*August 2018 - July 2020*

- Contacted and partnered with organizations, non-profits, and event hosts to offer support for their events
- Collaborated effectively with team members to identify and discuss potential opportunities for event partnerships
- Actively attended countless volunteer events, often serving as the appointed event leader responsible for managing and directing a team of volunteers
- Accumulated over 300 hours of volunteer service, performing various tasks across diverse events

### **Silver Creek Interact Club Treasurer**

*August 2020 - July 2021*

- Strategically generated and managed over \$1,000 in funds to support the club's activities and objectives
- Partnered with local businesses to organize successful fundraising initiatives

### **Interact Club Workshops**

*August 2018 - July 2021*

- Participated in a series of exclusive workshops to heighten leadership skills, proficiency in public speaking, and project planning

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## Skills

### **Management Skills**

- Demonstrates the ability to take initiative to drive maximum team performance and effective problem-solving
- Skilled in leading and managing teams to execute tasks efficiently and achieve objectives
- Coordinated numerous groups during volunteer events to ensure flawless implementation
- Successfully planned and executed various fundraisers in a set timeframe to maximize profitability

### **Communication Skills**

- Present a friendly approach towards others with clear, direct communication skills
- Capable of conveying knowledge and guidance to individuals seeking information, directions, or clarification

### **Additional Skills**

- Highly adaptable in fast-paced environments to meet or exceed standards
- Strong multitasking abilities to handle complex situations effectively and efficiently
- Versatile in both leadership and collaborative roles, fostering team functionality and productivity
- Proactive in identifying and preventing potential issues to mitigate risks

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## Education

### **San Jose State University**

**Bachelor of Science in Business Management Information Systems**

August 2024 - Present

**San Jose, CA**

*Expected: May, 2026*

### **De Anza College**

**Associate in Science - Transfer Business Administration**

September 2021 - December 2024

Skills: Java, x86 Assembly

**San Jose, CA**

Earned: March, 2024

### **Silver Creek High School**

*August 2017 - June 2021*

*Awards: Magna Cum Laude Award, Certificate of Recognition - Interact Club Event Coordinator (July 2019, July 2020), Certificate of Recognition - Interact Club Treasurer (July 2021)*

**San Jose, CA**

*Earned: June, 2021*