

David Villegas

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Permanent Address:

3408 Kersten Dr, San Jose, CA 95124

Summary of Qualifications

- Proficient in Microsoft Office programs including Word, Excel, Powerpoint, and Outlook
- Years of experience with technology including Information Technology systems
- Record of quality customer service that satisfied the needs of the customer
- High perception of system analysis and design through work experience and academics
- Goal-oriented with the willingness to learn

Education

B.S in Management Information Systems, San Jose State University, San Jose, CA,
Expected graduation Summer 2024

Certification in Networking and Data, Juniper Networks, San Jose, CA
Expected completion Summer 2022

A.S in Business Administration, West Valley Community College, Saratoga, CA
Graduated 2021

A.S in Economics, West Valley Community College, Saratoga, CA
Graduated 2021

Program coursework

- 40 units of core business courses, including Business Statistics, Financial and Managerial Accounting, and Operations Management
- 27 units of Management courses with a focus on Information Systems including computer programming and languages, Systems Analysis and Design, Networking and Data Communications, Database Management, and Business Strategy

Special projects

“Developing a new system” team project centered around planning, developing, testing, reporting, and deploying a system, provides experience in creating new information systems through partnership and communication

Work and Volunteer Experience

Costco Wholesale, 2018-present. Operate the cash register fast and efficiently to improve customer experience; provide quality customer service in the membership department by answering any questions and concerns; using AS400 application system to manage, troubleshoot, and run critical functions needed to provide service to members; assisting membership manager in marketing; oversaw gas station to ensure safe and smooth operation and assisted members when needed; assist managers in auditing inventory by using AS400 to find inventory discrepancies and provide consultation for improvements.

Smart N Final, 2018-2018. Supported cashiers and shoppers; stocked shelves in an accurate and efficient style; assisted managers with preparing grand openings of new store locations.

Lucky Supermarkets, 2016-2018. Cashier with 2 years of register experience; oversaw self-check-out and increased efficiency; led the customer service department for 1 year.

Professional Engagement

- Attended the annual business seminar at West Valley Community College, 2018

Awards

- Costco Employee of the Month: 2019