

# Ed Garcia

San Jose, CA | ed.garcia6482@gmail.com | (408) 449-7339 | <https://www.linkedin.com/in/ed-garcia-608579299/>

## OBJECTIVE

Motivated and innovative Business Management Information Systems student. Seeking internship opportunities in business management information systems to improve my technical and management skills.

## EDUCATION

### Bachelor in Business Administration, Management Information Systems Concentration | 3.2 GPA

San Jose State University, San Jose, CA

Expected Graduation: Fall 2026

**Relevant Coursework:** Computer Tools for Business, Financial Accounting, Managerial Accounting, Business Statistics, Fundamentals of Marketing, Fundamentals of Management Information Systems, Systems Analysis and Design, Fundamentals of Finance

### Mobile App Design and Computer Coding, Silicon Valley Career Technical Education - San Jose, CA August 2021 - June 2022

- Designed, coded and tested iOS application features while ensuring adherences to Apple's development guidelines
- Created and illustrated professional application icons using Adobe Illustrator

## WORK EXPERIENCE

### Prep Cook, The Party Helpers - San Jose, CA

August 2019 - Current

- Scrutinized orders, managed my time effectively to complete them and had a 95% customer satisfaction rate
- Utilized Excel Software to maintain accurate inventory records weekly
- Communicated with and effectively worked with other team members and departments
- Handled, revised and signed off merchandise brought by other companies

## PROJECTS

### Adobe 10K Analysis

August 2024 - December 2024

- Conducted comprehensive analysis of Adobe Inc.'s annual 10-K filing to evaluate financial stability, capital structure, and long-term growth strategy
- Identified discrepancies and potential risk areas in revenue recognition policies, operating expense trends, and cash flow management

## EXTRACURRICULAR ACTIVITIES

### Volunteer/Food Handler, Sacred Heart Community - San Jose, CA

June 2019 - August 2019

- Assisted in the distribution of food to low-income families, ensuring equitable access to resources
- Provided respectful, empathetic service to community members
- Coordinated with team members to organize inventory and prepare food parcels efficiently
- Adapted to fast-paced, high-demand settings while prioritizing accuracy and compassion

## SKILLS

**Technical:** Microsoft Office, Gmail, Fundamentals of Python, HTML, Swift

**Soft:** Problem-Solving, Strong Work Ethic, Written and Verbal Communication, Bilingual in English and Spanish