

EVELYN PEREZ

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PROFESSIONAL SUMMARY

MIS student with experience in documentation, process analysis, and customer-focused roles. Skilled in SQL, Excel, Python (basic), and data analysis. Strong problem-solving, collaboration, and communication skills. Seeking internships to apply technical and business knowledge.

EDUCATION

San José State University — San José, CA

B.S. Business Administration, MIS Concentration (Expected May 2027)

Los Medanos College — Pittsburg, CA

A.S. Business Administration (May 2025)

SKILLS

- SQL | Excel | Python (basic)
- Business Process Analysis | Team Collaboration & Communication
- Bilingual: English & Spanish

WORK EXPERIENCE

Outback Steakhouse — Pittsburg, CA

Hostess | Feb 2025 – June 2025

- Managed guest interactions and ensured smooth operations.
- Coordinated seating and schedules, demonstrating multitasking and organization.
- Collaborated with team members to resolve issues efficiently.

AFFILIATIONS

- Management Information Systems Association (MISA), SJSU — Member (2025–Present)

AWARDS

- State Seal of Biliteracy – Advanced proficiency in English & Spanish