

# Harrison Haylock

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## SUMMARY

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An empathic and analytical leader who fosters growth, with skills in problem-solving, persuasion, and helping; seeking opportunities that provide real-life experiences and important skills in the IT/Technology industry. Proficient in Python coding language and Microsoft Excel, with a passion for leveraging technology to drive innovation and efficiency.

## WORK EXPERIENCE

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### Topgolf

**Apr. 2023 – Present**

Food Runner & Caddie

*San Jose, CA*

- Deliver cold, freshly poured drinks to guests by demonstrating outstanding energy and urgency.
- Leveraged exceptional communication skills to engage with guests, fostering a positive and welcoming atmosphere.
- Efficiently expedited food orders and collaborated closely with servers to enhance player experience.
- Demonstrated a strong commitment to cleanliness and service excellence in a fast-paced environment.

### FedEx

**Dec. 2022 – June 2023**

Package Handler

*San Jose, CA*

- Efficiently loaded packages into delivery trucks to ensure seamless customer deliveries.
- Maintained a high level of quality control by verifying and updating package weight data, supporting reliable and precise shipping services.
- Demonstrate a commitment to safety by following all guidelines and procedures for lifting and handling packages.
- Worked seamlessly with team members to ensure a smooth workflow by achieving daily warehouse quotas.

### Target

**Jun. 2022 – Aug. 2022**

Fulfillment Expert

*Fremont, CA*

- Adapted to dynamic tasks driven by guest orders, utilizing tools to meet digital demand effectively.
- Provided exceptional customer service by warmly greeting and assisting customers in locating items, enhancing their shopping experience with a helpful and friendly approach.
- Gained knowledge of reporting systems to monitor digital guest traffic patterns throughout the day.
- Proficiently packaged guest orders while meeting productivity metrics to ensure a positive guest experience.

## EDUCATION

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### San Jose State University

**May, 2025**

Business Administration, Management Information Systems

*San Jose, CA*

*Delta Sigma Pi – Theta Chi; VP of Collegiate Relations*

GPA: 3.57

**Relevant Coursework:** Systems Analysis and Design, Business Programming, Calculus, Computer Tools for Business, Public Speaking, Macroeconomics, Business Statistics, Managerial Accounting

## SKILLS & INTERESTS

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- Proficient in Microsoft Word, Excel, and PowerPoint, as well as Google Sheets, Docs, and Slides
- Strong analytical skills including problem-solving, research, data analysis and management
- Pleasant and cordial demeanor, able to establish positive relationships with colleagues and customers