Henry Estrada

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Objective

Management Information Systems student with experience in business operations, client relations, reporting, and administrative processes, along with foundational knowledge in IT, networking, and cybersecurity. Seeking an internship to apply analytical, technical, and business skills in information technology, business systems, or related roles.

Education

San José State University — San José, CA || B.S. Business Administration, Concentration in Management Information Systems (MIS) | Expected 2029

Contra Costa Community College San Pablo, CA 2024 - 2026

Relevant Courses

- Introduction programming with C • Advanced Programming With C and C++
- Assembly language •Intro to Data structures

El Cerrito High School & Information Technology Academy El Cerrito, CA 2020-2024

Relevant Courses

• Game Design & Animation • Game programming & simulation • Digital Media

Experience

Fernando Handyman Services **Richmond, CA**

Manager Assistant ***January 2023 - Present***

- Facilitated client communication to drive a 5% increase in sales by providing innovative ideas and tailored plans.
- Supported project operations through material procurement, quality assurance, and project plan interpretation, contributing to a 10% improvement in efficiency.
- Managed invoices and price quotes, maintained inventory records, tracked daily expenses, and prepared monthly business reports.

American Canyon Pool (ACP) **American Canyon, CA**

Volunteer ***June 2019 - July 2019***

Volunteered at ACP, providing instructional support and monitoring children's progress.

- Managed and organized paperwork at the front desk, ensuring accurate record-keeping and maintaining a tidy work environment.
- Successfully marketed our services to Spanish-speaking clients, addressing inquiries and concerns, which contributed to a 15% increase in new client acquisitions.

Projects

Payroll Salary & Inventory tracking

- Developed a C++ application to manage employee payroll, timesheets, and inventory for Fernando Handyman Services, including wage calculations, material usage tracking, and inventory records.

Core Competencies & Technical Expertise

Technical Skills:

- ❏ Microsoft Office, Google Workspace, Business Reporting, C++/ Python & Windows/Linux CLI Fundamentals, Networking Fundamentals, Cybersecurity Fundamentals (TryHackMe)
- ❏ AI**:** Generative AI (ChatGPT), Prompt Engineering, AI-Assisted Research, AI-Assisted Programming, Human-in-the-Loop Workflows, AI Output Validation, Task Decomposition, Agentic AI Concepts, AI-Assisted Data Analysis

Personal/Skills

- ❏ Problem-Solving, Communication, Collaboration, Organization, Time Management, Adaptability, Attention to Detail, Critical Thinking

Language

- ❏ Spanish (Fluent) and English