

JEROME CUEVA

jerome1cueva@gmail.com | (408) 799 - 0134 | San Jose, CA | [linkedin.com/in/jerome-cueva/](https://www.linkedin.com/in/jerome-cueva/)

EDUCATION

San Jose State University, San Jose CA - **GPA: 3.96** Aug. 2022 - May 2024
- **Business Administration, Management Information Systems** Concentration, *BS*

Mission Community College, Santa Clara CA - **GPA: 4.0** Jun. 2020 - May 2022
- **Valedictorian, Board of Trustee, and President's Award** candidate
- **Business Administration, Associate in Science for Transfer**

Independence High School, San Jose CA - **GPA: 3.96** Aug. 2016 - Jun. 2020
- **Summa Cum Laude and Superintendent's Honor Roll** - rank #40 of 699 (*top 6%*)

SKILLS

- **Google Suite, Microsoft Office / Excel, Python, Enterprise Resource Planning, Supply Chain / Operations Management, Country-Wide Facilities Management**
 - **Financial / Data analysis and research** (*Cost-Volume-Profit / Financial Ratio analysis*)
 - **Customer service, team-building, organization, and options trading**
 - **Leadership** roles utilizing **public and interpersonal speaking**
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EXPERIENCE

Business Operations Analyst Intern - Advantest America Inc. Aug. 2022 - Present
- Manage/support various aspects of Facilities, Logistics, Operations, and Finance depts.
- Collaborate with depts. on billing/PO management to occupancy management support
- Analyze bill pay process / present project streamlining recommendations to management
- Process, pay, file, and assign BPO/PO numbers to combined purchase order invoices
- Supervise and oversee \$4 million in purchase order system to ensure efficient cash flow
- Organize/maintain operations facilities through Excel and co-implement hotel deskings

Team Member - Jamba Oct. 2021 - Mar. 2022
- Recorded inventory / organized orders while opening, informing, serving, and cleaning

Volunteer Tutor - Independence High School Aug. 2016 - Jun. 2020
- Multi-subject tutor during/after school (*Advancement Via Individual Determination*)

Courtesy Clerk - Sprouts Farmers Market Aug. 2018 - Feb. 2019
- November Team Member of the Month for excellent customer service to elderly/disabled

Volunteer - St. John the Baptist Catholic Church Jul. 2016 - Apr. 2018
- Assisted church/community in altar congregation, food drives, discussions, and groups

ACTIVITIES / INVOLVEMENT

Management Information Systems Association, Spartan Analytics, Computer Science Club, Spartan Gaming Club, Anime Club - San Jose State University Aug. 2022 - May 2024