

Jennifer Solano

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PROFESSIONAL SUMMARY

MIS student with hands-on experience in documentation, process analysis, and customer-focused operations. Proficient in SQL, Excel, and basic Python, with a strong foundation in data analysis and reporting. Recognized for problem-solving, collaboration, and clear communication. Seeking internship opportunities to apply technical and business skills in real-world projects.

EDUCATION

San Jose State University

Bachelor of Science

Major in Business, with a concentration in Management Information Systems

San Jose, CA

Expected May 2027

Los Medanos College

A.S Business Administration

Pittsburg, CA

May 2025

SKILLS

- SQL | Excel | Python (basic)
- Business Process Analysis | Team Collaboration & Communication
- Core Skills: Communication, Customer Service, Time Management, Efficiency, Responsibility. Cash Handling (1–2 years experience), Food Preparation.
- Languages: English (Fluent), Spanish (Fluent)

WORK EXPERIENCE

In-Store Shopper | Whole Foods Market

June 2025 – September 2025 | Walnut Creek, CA

- Completed time-sensitive shopping orders with high accuracy, proper packaging, and quality checks.
- Coordinated with store departments to locate items and provided direct customer assistance.

Cashier / Store Associate | Fruity Froyo & Dippin' Dots

September 2023 – August 2025 | Concord, CA

- Performed cashier duties and managed cash handling with up to 2 years of experience.
- Supported daily operations, including food prep and maintaining store cleanliness.
- Restocked inventory and ensured products and supplies were consistently available.

Shift Lead | Six Flags Hurricane Harbor

June 2024 – August 2024 | Concord, CA

- Supervised team members, delegated tasks, and coordinated break schedules.
- Supported team well-being and ensured proper hydration and rest.
- Restocked supplies and resolved customer issues, including locker management.

AFFILIATIONS

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

AWARDS & CERTIFICATION

Awarded Seal of Biliteracy

May, 2023

Certifications: Food Handler Certification, Driver's License