

Joeceline Garcia

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EDUCATION

San Jose State University

Management Information Systems GPA: 3.9

San Jose, CA

Expected May 2026

Relevant Coursework: Fundamentals of MIS, Database Management Systems, Written Communication: Business

Contra Costa Community College

Business Administration GPA: 4.00

Richmond, CA

Expected May 2024

Relevant Coursework: Intro to Python, Applied Calculus, Macro and Micro Economics

TECHNICAL SKILLS

Software: Python, eTRAKit Portal (CRW), Civic Plus

WORK EXPERIENCE

City of Richmond: Community Development

Richmond, CA

L4 Administrative Student Intern

May 2023 - Present

- Enhanced data accessibility by efficiently managing and uploading records into the database system.
- Facilitated smoother operations and compliance by engaging with City Vendors to gather necessary documents, in order to prepare contracts for City Council approval.
- Improved financial procedures and upheld fiscal accountability by carefully examining and organizing invoices for timely payment.

Contra Costa College: Student Services

San Pablo, CA

Student Ambassador

March 2023 - May 2023

- Welcomed students and provided helpful guidance in addressing their inquiries.
- Informed students about the variety of resources and courses available to them.
- Guided students seamlessly through the application process, ensuring a smooth and efficient experience.

Blue Door Beads

Piedmont, CA

Retail Associate/ Weekend Manager

July 2022 - March 2023

- Analyzed sales data to inform inventory decisions and improve stock management efficiency.
- Ensured customer satisfaction and compliance by staying updated on sales, payment policies, exchange procedures, and security protocol.
- Enhanced team efficiency by strategically delegating tasks, monitoring performance, and offering constructive feedback.

LEADERSHIP AND PROFESSIONAL DEVELOPMENT

Management Leadership for Tomorrow

Washington, DC

Career Preparation Fellow

March 2024 – Present

- Accepted into a selective 18-month professional development program for high-achieving diverse talent
- Complete business case studies and assignments to grow leadership and technical skills
- Attend conferences hosted by industry leaders, such as Deloitte, LinkedIn, and Target

Summit Public Schools: Tamalpais

Richmond, CA

Operations office Intern

October 2021 - June 2022

- Provided assistance and supervised day-to-day operations and activities within the school's main office and classrooms.
- Assisted in organizing and analyzing data for school fundraisers, improving event planning and execution.
- Maintained school and office safety by providing screening visitors on campus, answering calls, sending emails, updating logs, and providing classroom/student support.
- Organized and helped with school fundraisers(cash-handling, inventory-count, customer service, etc.)

ADDITIONAL SKILLS AND INTERESTS

Languages: Spanish (native/fluent)