

JOSE HUIZAR

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SUMMARY

Motivated professional offering Bachelor of Business Administration in Management Information Systems. Adds value to any organization in need of great collaboration, interpersonal and multitasking abilities. Meets tight deadlines. Organized and motivated employee eager to apply time management and organizational skills in various environments. Seeking entry-level opportunities to expand skills while facilitating company growth. Motivated MIS student seeking internship in data interpretation and analysis to gain hands-on experience. Outgoing and friendly with strong drive to succeed.

SKILLS

- Problem Resolution
- Fluent in Spanish
- Reliable & Trustworthy
- Maintenance & Repair
- Friendly, Positive Attitude
- Computer Skills
- Active Listening
- Basic Math

EXPERIENCE

01/2017 to 04/2017

Volunteer

Hillview Branch Library — San Jose, IL

- Set up tables and chairs and unloaded necessary equipment to prepare for events.
- Assisted with facilities maintenance, basic cleaning and trash removal.
- Utilized knowledge of community resources to refer clients to appropriate sources.
- Assisted with and organized programs, events and activities to drive outreach initiatives.

EDUCATION AND TRAINING

High School Diploma

William C. Overfelt High School — San Jose, CA

Expected in 05/2024

BBA: Management Information Systems

San Jose State University — San Jose, CA

LANGUAGES

English:

Native/ Bilingual

Spanish:

Native/ Bilingual

WEBSITES, PORTFOLIOS, PROFILES

- <https://community.cob.sjsu.edu/jhuizar/>