

Jordan Dixon

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Professional Summary

Business Administration student specializing in Management Information Systems with hands-on experience in Python, SQL, and data-driven decision-making. Skilled in analyzing operations, managing teams, and implementing efficiency improvements. Seeking an MIS or IT internship to apply technical, analytical, and leadership skills to support business and technology solutions.

Technical Skills

Programming & Data:	Python, SQL, Microsoft Excel, cost management
Systems & Tools:	Windows, macOS, Linux Microsoft PowerPoint, Word Adobe Photoshop Scheduling systems
Languages:	English (fluent), Spanish (conversational)
Other:	Typing 60 WPM, 10-Key by touch

Professional Experience

General Manager — Chipotle Mexican Grill | 2019–2024

- Supervised daily operations and managed a team of 20+ employees, including scheduling and inventory.
- Utilized **Chipforce labor management system (workforce scheduling software)** to optimize staffing levels based on daily sales, product mix, and usage data.
- Applied company reporting systems to monitor labor allocation, sales trends, and product usage for cost management.
- Implemented cost-control strategies that reduced waste and improved profitability.
- Collaborated with leadership to streamline processes, increasing team productivity and efficiency.

Brand Ambassador (PlayStation VR) — Sony / Mosaic Marketing | 2016–2018

- Delivered technical demonstrations of PlayStation VR hardware/software to customers and retail staff.
- Provided troubleshooting and system support during live demos, resolving technical issues in real time.
- Educated consumers on VR system capabilities, improving user adoption and sales performance.
- Collaborated with retail teams to integrate demo systems into store operations, enhancing visibility and efficiency.

Computer Sales Associate — Fry's Electronics | 2015–2016

- Assisted customers in identifying hardware and software solutions tailored to business and personal needs.
- Provided technical guidance on system compatibility, upgrades, and performance optimization.
- Conducted product demonstrations, explaining technical features in accessible terms to increase adoption.
- Supported troubleshooting and acted as a point-of-contact for technical inquiries, improving customer satisfaction.

Additional Experience

- Delivery Driver — DoorDash (2016–2019): Ensured accurate, timely deliveries while resolving customer concerns and maintaining service quality.
- Caterer/Waiter — Stanford University (2015–2016): Supported large-scale event logistics, setup, and client service in a fast-paced environment.
- Mover — Holguin Bros. (2013–2014): Assisted with logistics, packing, and inventory coordination for

residential and business moves.

Education

San Jose State University — San Jose, CA | 2021–Present

B.S. Business Administration, Management Information Systems (Expected Graduation: 2025)

Relevant Coursework: Database Management (SQL), Systems Analysis & Design, Data Analytics with Python, Accounting Information Systems

Ohlone College — Fremont/Newark, CA | 2015–2019

Associate of Arts in Business, Accounting (ADT), Human Development Studies

Certificate of Achievement in Accounting

Certifications

- ServSafe Manager Certification (2021–2026)