

Jordan Garland

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Education:

San José State University – BS, BUS Admin, MIS – **GPA: 3.84** (Aug 2019 – PRESENT)

- Expected Graduation: December 2023

Experience:

Sandia National Laboratories – IT Technical Undergrad Internship (May 2021 – PRESENT)

- Provide systems support to mission-critical R&D teams serving the Department of Energy and National Nuclear Security Administration
- Conduct consultations with senior management. Propose system improvements for internal processes/procedures
 - Presented deliverables and process flow diagrams to management.
- Research and procure IT machines, equipment, or supplies for R&D teams
- Design functioning confluence pages organizing processes and procedures
- Facilitate communication between sub-contractors and senior management
- Handle large-scale data manipulation for equipment inventory and subnet management
- Provide systems support to the organization director and senior management

Doordash – Food Delivery (Nov 2020 – Apr 2021)

- Strived to maintain quality of delivered items to each customer
- Delivered food orders to Doordash customers in a timely manner whilst minimizing personal contact during pandemic lockdowns

Safeway – Courtesy Clerk (Jun 2018 – Sep 2018 | Jun 2019 – Sep 2019)

- Provided customer assistance to Safeway patrons
- Maintained the cleanliness of the facility

Affiliation:

Sigma Alpha Epsilon (Aug 2019 – PRESENT)

Vice President – Executive Committee (Jan 2022 – Jun 2022)

- Managed officer positions using management by objectives. Ran meetings to solidify officer goals
- Implemented officer guidance documents for information retention and transfer
- Organized and ran weekly meetings to report internal progress to the entirety of the organization
- Assisted the facilitation of monthly congregations between financial sponsors and our executive committee

Warden – Executive Committee (Aug 2021 – Dec 2021)

- Coordinated conflict resolution between members, mediation
- Amended organization's by-laws to ensure accuracy and relevance
- Produced by-law proposals

Achievements:

- 2021 Presidential Scholar San Jose State University - Exemplary Academic Achievement
- 2021 Obtained an L clearance through the DOE
- 2019 Dean's Scholar San Jose State University - Exemplary Academic Achievement
- 2019 1st Place Prosecution Witness in Philip A. Harley Memorial Mock Trial Competition

Hobbies:

Building Computers | Puzzles | Running | Hiking