

Jorge Perez

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Professional Summary: Motivated student with a background in Business Administration, Management Information Systems and foundational programming skills in Python. Passionate about software, technology and data science, and eager to further technical expertise and contribute effectively to innovative projects.

Education:

San Jose State University, San Jose, California

Bachelor of Business Administration: Management Information Systems, 2022 - 2026

Relevant Coursework: Intro to programming, Fundamentals of Management Information Systems, System Analysis and Design

Skills:

- Programming Languages: Python
- Frameworks & Tools: Pandas, NumPy
- Operating Systems: Windows, Linux

Work Experience:

Administrative & Logistics Coordinator, **J Perez Trucking Inc.** | 2021 - Present (Part time)

- Acted as the main point of contact for brokers, managing incoming job requests and coordinating transport logistics.
- Communicated job details (time, locations, materials) to drivers, ensuring efficient scheduling and operations.
- Handled administrative tasks, including heavy vehicle tax filings, compliance documentation, and financial record-keeping.
- Organized and tracked business expenses, maintaining accurate financial records for company operations.