

821 West California Avenue
Sunnyvale, CA 94086
(408) 674-9217
JAYALEN4@GMAIL.COM

Jeremy Reyes

SKILLS

- General Computer Skills
- Excellent verbal and written communication
- Outgoing and very friendly
- Dependable
- Great Multi-tasking skills
- Fast Learner
- Excellent Social Interactions/Customer Service
- Visual Basic coding knowledge

EXPERIENCE

AVID Tutor, Sunnyvale School District – *Tutor*

2018 – 2019

- Tutor 7th/8th graders who strive to attend 4-year colleges
- Responsible for keeping students on task and assisting in the general classes they struggle in.
- Mentor for students inquiring questions about High school.

Sharetea Sunnyvale, 568 El Camino Real Ste A, Sunnyvale, CA – *Barista*

January 2020 – October 2021

- Educated Customers on our newest and current drinks available.
- Collaborated with colleagues to run store procedures.
- Trained new employees with our procedures and policies.

Foothill-De Anza Community College District Faculty Association Political Action Committee, Cupertino, California – *Volunteer*

April 2022 – June 2022

- Call banked voters all across the county.
- Educated voters on the different stances each candidate took in the San Jose Mayor Election
- Remained up-to-date on each candidate's stance.

Boba Bliss, 685 San Antonio Road Suite 15, Mountain View, CA – Barista

October 2021 – Present

- Created upwards of 200-250 drinks per shift.
- Kept all equipment in excellent operating shape, deep cleaning all equipment every night.
- Supplied the store with daily inventory when needed.

EDUCATION

Fremont High School, Sunnyvale, California – High School Diploma

August 2016 – June 2020

- AVID
- Spanish
- Chemistry Honors
- Sports Medicine/Kinesiology, College-Level Course
- Calculus

De Anza College, Cupertino, California – AS Business Administration: Management Information Systems for Transfer

September 2020 – Present

- Transferred out with an honors stance.
- Associates in Management Information Systems for Transfer.

San Jose State University, San Jose, California – Bachelors of Business Administration: Management Information Systems

Present

Transferred with a Clear Admission with Honors

AWARDS

- Honor Roll 2017-2018
- Honor Roll 2018-2019
- *AS Business Administration: Management Information Systems for Transfer*