

# Jorel Valera

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## EDUCATION

**Business Administration, Management Information Systems Concentration, BS** 2021 - Present

San José State University, San Jose, CA, GPA: 3.097

**High School Diploma** 2017 - 2021

Bellarmino College Preparatory, San Jose, CA, GPA: 3.6

## EXPERIENCE

**KidzToPros**, Summer Camp Instructor STEM/SPORTS, San José, California June - July 2023

- Taught STEM subjects and coached sports to classes of around ten children either by myself or with a coworker using resources provided by the company, effectively bettering their understanding of those fields.
- Diagnosed and fixed issues with tens of camp computers, providing students and the company with problem-free hardware to use.
- Helped monitor camps of up to around twenty children during their free time with consistent interaction alongside coworkers, providing both them and their parents a reliable daycare service.

**Bellarmino Recycling Club**, Fundraising Volunteer, San José, California October 2020 - April 2021

- Traveled from door to door in a gated community with a partner distributing flyers and explaining the club's mission to its residents, increasing publicity and influencing them to donate
- Collected recyclable cans and bottles from said residents as a group to trade at recycling centers for money, raising funds for those economically disadvantaged by the COVID-19 pandemic

**Loaves & Fishes Family Kitchen**, Student Volunteer, San Jose, California December 2019

- Collaborated with a team of a few people in a kitchen by preparing ingredients for and serving take-out meals to those suffering from food insecurity, effectively feeding tens of individuals for the night

**Sunnyvale Community Services**, Student Volunteer, Sunnyvale, California October - November 2019

- In partnership with tens of other classmates, arranged and distributed bags of groceries to the economically disadvantaged, providing families with enough food for several days.

- Worked alongside other classmates and staff members in cleaning and organizing organization's warehouse, reducing clutter for future workers

**South Bay Adaptive Services**, Student Volunteer, San Jose, California November 2018

- Communicated and played various games with adults with Autism Spectrum Disorder, providing them with social skills training, improving their ability to interact with others

**St. John the Baptist Catholic School**, Student Volunteer, Milpitas, California September 2017

- Visited numerous buildings and accepted various tasks from faculty and staff, such as arranging documents, delivering containers, and cleaning, effectively reducing their workload

## SKILLS

**Languages:** Fluent in English, elementary proficient in Mandarin Chinese

**Computer:** Proficient in Microsoft Office (Word, Excel, PowerPoint, etc.), Google Workspace (Gmail, Drive, Calendar, etc.), Adobe Creative Cloud, Zoom, Slack

## ACTIVITIES

**Designer and Journalist**, Carillon Yearbook, Bellarmine College Preparatory August 2019 - May 2021

**Member**, Filipino Student Association, Bellarmine College Preparatory August 2017 - May 2021

**Player**, Ultimate Frisbee, Bellarmine College Preparatory August 2019 - May 2021

**Member**, Vietnamese Student Association, Bellarmine College Preparatory August 2019 - May 2021