

# Maria Sanchez

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## RELEVANT SKILLS

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- Microsoft Excel
- Microsoft Word
- Microsoft Office
- Google Docs
- Google Slides
- Google Sheets
- Customer Service
- Task/Time Management
- Project Planning
- File Management
- Database Management
- PC/MAC

## EXPERIENCE

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**LinkedIn**, Sunnyvale, CA

August 2023 – January 2024

*User Acceptance Product Quality Evaluator Intern*

- Led bi-weekly agile meetings to establish clear deadlines with the team to optimize productivity.
- Collected data insights from product evaluations on Excel.
- Presented in-depth product evaluations to assess functionality, accessibility, and user experience to various teams and software engineers.
- Developed comprehensive test cases to ensure all features of a product are thoroughly explored.
- Generated 15 comprehensive bug reports with clear replication steps and screenshots, enabling faster issue resolution and project completion.

**Evergreen Valley College**, San Jose, CA

August 2019 – June 2022

*Student Ambassador*

- Assisted with administrative tasks, such as filing, data entry, and scheduling 10-15 placement tests weekly using Microsoft Office tools.
- Organized a campus-wide student art gallery event, including outreach to artists, collecting submissions, documenting inventory, and installing a professional-quality art display.
- Designed and printed informational pamphlets for incoming students and promotional flyers for multiple campus events.
- Answered incoming phone calls professionally and courteously daily, providing helpful resources for students and routing inquiries to appropriate staff.

**Chipotle Grill**, San Jose, CA

October 2022 – May 2023

*Cashier*

- Operated cash registers, processed payments, and completed transactions in a fast-paced environment.
- Addressed a high volume of customers daily, approximately 100 customers an hour during peak times, by resolving inquiries, concerns, and complaints promptly and professionally.
- Restocked food items promptly and maintained a clean prep area to ensure uninterrupted service and line efficiency.

## EDUCATION

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**San Jose State University**, San Jose, CA

January 2025 – Currently Enrolled

- Bachelor of Science in Business Administration, Management Information Systems
- Expected Graduation: Spring 2027

**Year Up**, San Jose, CA

January 2023 – January 2024

*Year Up is an intensive, competitive technical training and career development program with 250 corporate partners, graduating 1,500 students annually across ten cities. The program includes college-level courses, professional training, and a six-month internship.*

- Completed coursework in Business Communications, Database Management Systems, Excel, and Computer Science, with specialized training in Data Analytics.