

Mohammed Malek

San Jose, CA 95135 | 4159668667 | mo.malek786@gmail.com

PROFESSIONAL SUMMARY

Talented in developing feasible opportunities for expansion and innovation in business.
Skilled in increasing profits and cost efficiency.
Experienced in working in group settings and collaborating with diverse businesses and people.

EDUCATION

BBA, Management Information Systems
San Jose State University, San Jose, CA

June 2024

Associate of Science Degree, Business Management Information Systems

June 2022

De Anza College, Cupertino, CA

Associate of Science: Business Management Information Systems Earned an Associate's Degree in Business.

SKILLS

Accounting
Operational System Analysis & Design
Networking and Data Communication
Business Programming
Project Management
Social Media Marketing
Creative Direction
Future Planning

PROJECT EXPERIENCE

Fall Winter 2020, Meta

August 2022 - Present

- In charge of all access control using CCURE and Genentech softwares @ Meta Menlo Park.
- Provided customer service and maintained secure work environment for Meta's employees.
- Proposed new security measures and accounted for all events that occurred on campus.

WORK HISTORY

Intern, Roadside.io, Fremont, CA

July 2022 - Present

- Developed and coded "bot" tool in order to scrape thousands of potential leads from every tow company in California.
- Communicated directly with CEO to deliver updates regarding lead collection and future marketing campaigns.
- Proposed new and fresh ideas to increase revenue and exposure.

CEO, Masks Studios, San Francisco, CA

February 2017 - Present

- Styled models in new products meeting up to industry standards.
- Researched information from multiple sources regarding current and future fashion market trends.
- Collaborated with experts overseas to control product management and provide accurate tech packs to manufacturers.
- Creative directed all collections.
- Built a inclusive atmosphere for brand by documenting and sharing creative process and dealing with customers on one one. Created \$50,000 dollars in revenue.

Process Server, Bender's Legal Service, San Jose

November 2019 - November 2020

- Handled thousands of documents that were to be served to attorneys, court clerks, and law enforcement agencies.
- Provided proof of service in form of legal process.
- Dealt directly with Santa Clara County Sheriff's office in order to authorize legal documents.

Marketing Specialist, ITronix, San Jose, California

March 2018 - June 2018

- Worked closely with product development teams to create and maintain marketing goals.
- Directed meetings between project members and clients to create ideas, discuss progress and set future goals for iTronix.
- Managed over 50 customer calls per day and closed deals with clients over phone.

LANGUAGES

Arabic
Spanish
Hindi
English