**Nathan Medeiros**

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**Professional Summary**

Detail-oriented and proactive college student with experience in customer service, administrative support, and facility operations. Proven ability to maintain safety standards, streamline office workflows, and collaborate effectively in team settings. Seeking to apply strong organizational and technical skills in a dynamic work environment.

**Skills**

Customer Service & Support • Workflow Optimization • Administrative Assistance • Time Management • Team Collaboration • Project Restructuring • International Mobility Management • Red Cross Certified

**Experience**

* Operations Staff

San Jose State University Student Recreation and Aquatic Center (SRAC)

May 2022 – Jan 2024; Dec 2024 – Present, San Jose, CA

* Assist patrons with facility access, equipment usage, and locker support
* Enforce facility policies and maintain a safe, welcoming environment
* Inspect and clean workout areas; rerack weights and sanitize equipment
* Identify and address unauthorized or unsafe practices promptly
* Collaborate with team to uphold operational standards and service goals
* Student Assistant, Financial Aid Office

San Jose State University Bursar’s Office

Mar 2022 – Aug 2022, San Jose, CA

* Processed and organized student financial aid documentation
* Completed clerical tasks such as filing, copying, and mail distribution
* Monitored office supply levels and placed replenishment orders
* Organized files to enhance operational efficiency
* Courtesy Clerk

Nob Hill Foods (Raley’s Supermarket)

Jul 2020 – May 2021, Morgan Hill, CA

* Bagged groceries and managed cart retrievals
* Delivered timely and courteous service to customers
* Maintained cleanliness throughout the store
* Assisted with maintaining an efficient front-end workflow

**Education**

B.S. Computer Engineering (Expected Dec 2025)

San Jose State University, San Jose, CA

High School Diploma, Jun 2021

Ann Sobrato High School, Morgan Hill, CA