

Sophia Martel

San José, CA | (831) 292-7986 | sophiamartel@gmail.com | [linkedin.com/in/sophia-martel](https://www.linkedin.com/in/sophia-martel) | US Citizen

Education

San José State University

Expected Graduation: May 2028

Bachelor of Science, Business Administration - Management Information Systems | Minor in Japanese

GPA: 4.00

Athletics: NCAA Division I Women's Soccer, 2024–2026

Organizations: Japanese Student Association, Institute of Internal Auditors, Student-Athlete Advisory Committee

Awards: 4x President's Scholar, 2x Mountain West Scholar Athlete, Social Impact Through the Humanities and Arts Award

Professional Experience

Adobe | San José, CA

May 2025 - Jul 2025

Global Web Producer Intern, Intern Community Captain

- Led an independent project mapping how 10+ cross-functional teams collaborate to produce a "frictionless" Adobe.com page using a soccer-team framework; presented to ~30 colleagues and directors, with playbook requested for interns and new-hires.
- Completed web tickets in Jira and Workfront on an agile team with product and program managers, designers, engineers, and QA across the Americas, EMEA, and APAC, progressing from supporting tickets to owning them.
- Built, published, and updated ~50 SEO-optimized Acrobat pages on Adobe.com using AEM and Sidekick, fixing content errors and implementing features like carousels and CTAs on live, high-traffic pages.

Rokko Japanese Restaurant | Sunnyvale, CA

Mar 2026 - Current

Server

- Operate a cloud-based POS system in a high-volume restaurant (14 tables, 8-seat sushi bar), entering orders, applying dietary customizations, splitting and closing checks, and processing payments accurately during peak service.
- Collaborate in Japanese and English with a 2-3 server team, kitchen staff, and guests to support \$4-5K in average daily sales, upselling drinks, desserts, and specials to maintain a ~20% average tip rate.

San José State University, Office of the Provost | San José, CA

Aug 2026 - Current

Student Assistant

- Audit a 176-room, 17-building classroom inventory, verifying furniture counts, capacity, and condition; document rooms with photos and Lucidchart layouts and correct capacity mismatches in the master Google Sheet.
- Manage front-desk operations for the Provost's and President's Offices, handling 10–20 daily emails, hosting executive visitors, preparing confidential correspondence, coordinating conference-room reservations, and routing inquiries.

Technical Projects

Rokko Staff Hub | San José, CA

May 2026 - Current

Independent Systems Project

- Independently design and build an in-progress staff hub for approximately 10 servers, managers, and owners to centralize schedules, availability, shift swaps, announcements, and team communication previously scattered across iMessage.
- Use AI-assisted prompting, vibe coding, and prototyping tools, including ChatGPT, Prompt Cowboy, and Base44, to plan, build, and refine the system, improving access to operational updates and designing a system to reduce missed scheduling changes.

Leadership

Institute of Internal Auditors | San José, CA

August 2026 - Current

President

- Direct a \$3,000 budget by developing a zero-based budgeting system in Excel, allocating funds strategically to cover all programming and logistical needs.
- Personally recruit and coordinate professional development events with industry professionals, securing 50+ attendees and increasing members' access to internship and networking opportunities.
- Guide executive board members in event planning, budgeting, and sponsor outreach, strengthening chapter operations and supporting professional development.

Japanese Student Association | San José, CA

October 2025 - Current

Vice President

- Co-led a club rebrand, growing membership from 45 to 250+ in a semester through tabling, social media, and large-scale events.
- Co-designed executive board roles and recruited officers through a selection committee; launched two mentorship programs (100+ participants) and career events with company speakers and Japanese recruiters.
- Led the Thousand Paper Cranes Project, rallying 300+ participants over 4 months to fold 1,800+ cranes; presented them to the Mayor of Hiroshima on a city-funded trip, earning a Social Impact Through the Humanities and Arts Award.

Technical Skills: Microsoft Office, Google Workspace, Jira, Adobe Workfront, Adobe Experience Manager, Adobe Acrobat, Adobe Express, SharePoint, Figma, Canva, Python, Java, SQL

Languages: English (Native), Japanese (Advanced)

Interests: Soccer and Coaching, Community Volunteering, Studying Japanese and Japanese Calligraphy, Piano/DJing