

William Kittinger

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EDUCATION

Bachelor's in Business Administration – Management Information Systems

San Jose State University • San Jose, CA • Expected May 2026

Associate in Science – Economics & Business Administration

West Valley College • Saratoga, CA • May 2024 • 3.6 GPA

EXPERIENCE

Apprentice Carpenter

Almaden Stair and Rail Inc.

June 2020 – Present, San Jose, CA

- Assist in the installation, repair, and customization of high-quality staircases and railings, ensuring precision in measurements, cuts, and finishing work to meet client specifications and maintain structural integrity.
- Gain hands-on experience in woodworking, carpentry tools, and techniques, developing a keen attention to detail and a strong foundation in carpentry skills essential for complex construction projects.
- Manage materials and maintained tools to optimize workflow and support project efficiency, contributing to high client satisfaction and repeat business for the company.

Shift Lead

Feng Cha

July 2023 – October 2024, San Jose, CA

- Managed a team of 12+ staff members at a boba tea shop and restaurant, ensuring smooth operations during high-traffic periods.
- Lead customer service efforts, taking primary responsibility for ensuring customer satisfaction by addressing concerns, resolving issues, and fostering a welcoming atmosphere.
- Handled all purchase transactions efficiently and accurately, ensuring financial transactions were processed correctly and that customers received prompt service.

Shift Lead

Teaspoon

July 2020 – July 2023, Campbell, CA

- Supervised a team of 4 or more employees each shift, maintaining high levels of productivity and teamwork.
- Streamlined inventory management processes, ensuring optimal stock levels and reducing waste.
- Oversaw daily financial operations, handling \$6,000 in transactions while maintaining accuracy and efficiency.

PROJECTS

Outreach Seminar

Spartan Racing, Formula SAE • November 2024 – November 2024

- Co-developed a comprehensive outreach seminar to enhance sponsor engagement and streamline the outreach process.
- Designed and delivered training content for new and existing team members on sponsor outreach strategies, including email templates, key outreach principles, and personalization techniques.
- Improved team's outreach efficiency and effectiveness through structured training and best practices in sponsor relationship management.

INVOLVEMENT

Business Team Member

San Jose, CA • Spartan Racing, SJSU Formula SAE • April 2024 – Present

- Secure high-level sponsorships, including Metropolis Metal Works for sheet metal, fostering strategic partnerships to support team success.
- Plan and coordinate various events, ensuring all logistical aspects are handled efficiently and that each event meets its objectives and exceeds expectations.
- Collaborate with leads and designers to develop innovative strategies to motivate 60+ team members to volunteer, driving essential revenue growth for the team.

Assistant Orchestra Manager

San Jose, CA • Cambrian Symphony • November 2022 – June 2024

- Created and managed all required forms and documentation for over 95 orchestra personnel, ensuring that records were accurate and up to date.
- Organized the setup for rehearsals and concerts, coordinating logistics to ensure that each event ran smoothly and that all necessary equipment and materials were in place.

COURSEWORK

Financial and Managerial Accounting

West Valley College • 2025

Operations Management

San Jose State University • 2024

SKILLS

Excel, Powerpoint, Word, Project Management, Python, SQL