

Jose Tovar

<https://josetovarvega.com/>

tovarjose1013@gmail.com ❖ (510) 927-7622 ❖ Oakland, CA ❖ www.linkedin.com/in/josertv

WORK EXPERIENCE

Best Buy

July 2018 – June 2021

Operations Associate

Emeryville, CA

- Manage and ship packages for a variety of carriers including FedEx, UPS, and USPS.
- Collaborate with other departments to ensure product is allocated and priced correctly.
- Assist customers with product questions and occasionally work in customer service for translation help.
- Completing paperwork for incoming trucks and checking everything is present, especially expensive products.

McClymond's High School

Sep 2016 – May 2017

Troubleshooter Intern

Oakland, CA

- Troubleshoot technical issues for school staff, ranging from networking, printer, and computer issues.
- Building and upgrading computer equipment such as RAM, CPU, SSD, and connecting them to the schools' network.

Alta Bates Summit Hospital

Sep 2014 – May 2015

Health Educator Intern

Berkeley, CA

- Researched and developed prototype solutions for Strokes.
- Conducted weekly research on various health diseases.
- Presented my solutions at health awareness event

EDUCATION

San Jose State University

December 2021

BFA, Digital Media

San Jose, CA

- 3.5/4.0 GPA
- Dean's Scholar, Spring 2021

SKILLS

- Strong understanding of Web Design and Web Development
- HTML, CSS, JavaScript, React
- Proficient in GitHub
- Proficient in Photoshop, Illustrator, and InDesign
- Proficient in Figma
- Fluent in Microsoft Office
- Fluent in Google G-Suite
- Fluent in Spanish and English