

Jose Tovar

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EDUCATION

San Jose State University | Bachelor of Arts, Concentration in Digital Media Expected Fall 2021

- GPA: 3.5/4.0
- Dean's Scholar, Fall 2020

EXPERIENCE

Operations Associate

July 2018 - June 2021

Best Buy | Oakland, CA

- Receive Transfer Orders to the store and prepare them for requested order types.
- Handling external shipments from FedEx, UPS, USPS, making sure shipments and products are accurate.
- Filling out paperwork from incoming/outgoing trucks to/from the store.
- Stock product on the sales floor, assisting customers in the process.

Casa Che Intern

Nov. 2014 - May. 2017

Casa Che | Oakland, CA

- Organized events with group members using social media sites such as Instagram and Facebook.
- Drafted strategies on figuring out how to grow the organization as a whole.
- Helped low-income community members with resources that partnered organizations offered such as health care and therapy.

PEC Intern

Sep. 2015 - May 2016

PEC | Oakland, CA

- Troubleshoot technical issues for school faculty, specifically printer networking issues.
- Learned the fundamentals of JavaScript.

Alta Bates Intern

Sep. 2014 - June 2015

Alta Bates Summit Hospital | Berkeley, CA

- Learned about the medical field, with a concentration on strokes.
- Conducted presentations in front of crowds and answered questions regarding the information presented.

SKILLS

- Experienced in JavaScript, HTML, CSS, SASS, P5.js
- Proficient in Photoshop, Illustrator, InDesign, Premiere Pro, and Lightroom
- Proficient in Social Media Applications (Instagram, Twitter, Reddit, Facebook, TikTok)
- Expert in Microsoft Office (Excel, Word, PowerPoint)
- Expert in Google G-Suite (Docs, Slides, Sheets)

LANGUAGES

- Fluent in Spanish and English