

Jose Raul Anaya Melendez

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OBJECTIVE: Motivated and diligent freshman at Carnegie Mellon University interested in pursuing a career in cybersecurity and/or information/data science.

EDUCATION

Carnegie Mellon University
Alvin High School

Work Experience

King's Portable Minigolf

Alvin, Texas

Project Manager

January 2016-Present

- Co-founded and operated a successful portable minigolf business in 2016, specializing in providing unique entertainment options for parties and events.
- Played a pivotal role in the growth of the business, expanding the service offerings beyond minigolf to include popular games like soccer pool and giant beer pong.
- Managed logistics for events, including transportation, setup, and teardown of equipment, ensuring a smooth and efficient operation.
- Provided excellent customer service, communicating with clients to understand their specific needs and tailoring the portable gaming experience to meet their expectations.

Alvin Bin Cleaning

Alvin, Texas

Quality Assurance Director

July 2023-Present

- Co-founded and launched a successful bin cleaning business, providing essential sanitation services for residential and select commercial customers.
- Developed and implemented a unique membership-based business model, offering flexible subscription options for routine bin cleaning services.
- Spearheaded marketing and advertising efforts by targeting neighborhoods and attaching informative pamphlets to trash bins, effectively raising awareness and attracting new clients.
- Developed and managed a subscription-based billing system, ensuring accurate and timely invoicing for recurring customers and tracking revenue streams.

Project Experience

Interact

Alvin, Texas

Secretary/ co-project manager

August 2022-May 2023

- Collaborated with the club's board to plan, organize, and execute a successful fundraiser at Frontier Day, a city-wide event featuring various attractions.
- Demonstrated excellent communication and teamwork skills by assisting fellow club members and volunteers with various tasks and responsibilities as needed.
- Successfully achieved fundraising goals and contributed to the club's ability to support local community projects and charitable causes.

National Honor Society

Alvin, Texas

Tutoring Club co-founder

October 2021-May 2023

- Collaborated to create and implement a tutoring program within the National Honor Society to assist fellow students with challenging coursework and enhance academic performance.
- Demonstrated a strong commitment to academic excellence and peer support by volunteering to tutor classmates on a wide range of subjects, including homework assignments and test preparation.
- Provided personalized tutoring, tailored to individual learning needs, fostering a positive and encouraging atmosphere that motivated students to excel academically.
- Maintained clear communication with students and teachers, tracking progress and adapting tutoring strategies as needed to ensure students' success.

SKILLS

Skills: Event Planning and Management, Project Coordination, Customer Service, Community Outreach, Team Collaboration, Leadership, Record Keeping, Communication, Scholarship Assistance, Database Management, Python and Java

Languages: English, Spanish