

# Jose Bucio

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## Summary of Qualifications

Proven ability to effectively prioritize and execute projects in a challenge, fast-paced environment. Known for impactful collaboration, an energetic, self-starter work ethic and creative problem solving. Self-motivated, result oriented individual with ability to multi-task and work closely with cross-functional teams.

## Skills

Microsoft Office Suite (Word, Excel, Power Point) | Spanish | HTML | CSS | Tableau | JavaScript  
Problem Solving | Teamwork/collaboration | Creativity | Critical Thinking | Problem Analysis

## Education

Bachelor of Science in Technical Systems Management, 2018, GPA 3.32/4.0  
University of Illinois at Urbana-Champaign, Urbana, IL

- Relevant Coursework: Marketing Principles, Statistics & Probability, Project Management, Management & Organizational Behavior
- Student Involvement: Society of Hispanic Professional Engineer (Outreach & Community Service Committee Member, Family Science Night Chair), Latinos in Computer Science (Co-President & Secretary)

## Work Experience

**Erie Neighborhood House**, Chicago, IL

*Administrative Assistant – Proyecto Cuidate Little Village* (06/2020) – Present

- Analyze invoices and billing to ensure accurate spending and calculations
- Manage interdependent projects with colleagues to keep various programs on track
- Strengthen the department through coordinate workshops and trainings for new members
- Collaborate with collaborative partners to develop new and effective programs for community members

**Northwestern University – Feinberg School of Medicine**, Chicago, IL

*Communications & Program Assistant – Development & Alumni Relations* (02/2020) – (04/2020)

- Collected feedback from medical students in improve scholarship luncheons, info sessions, and research programs
- Administered letters, reports, and publications to correspond donors and alumni on behalf of the Medical School Dean

**Parkland College**, Champaign, IL

*Professional Tech Staff – Center for Academic Success* (08/2019) – (12/2019)

- Restored the student mentorship program through recruitment and trainings to increase student retention
- Designed flyers, brochures, and posters to outreach multiple student organizations to use learning support and services
- Interviewed student mentors and workers on feedback to improve student programs

**University of Illinois at Urbana-Champaign**, Urbana, IL

*Food for All, Project Management Course* (08/2017) – (12/2017)

- Investigated the obstacles and risks of resell food to deliver with safety and quality in mind
- Marketed the idea proposal with classmates to identify the areas for improvements