

Jordi J. Mejia Cruz

2916 Fairmount Ave San Diego, CA 92105 | (619) 307-0811 | jmejiacruz@csumb.edu

Objective

- To gain job experience in computer science related internships/jobs to make myself a better candidate for future job applications.

Education

BACHELORS OF SCIENCE | IN PROGRESS: ESTIMATED GRADUATION 2019 | CSU MONTEREY BAY

- Major: Computer Science and Information Technology

Job Experience

OFFICE ASSISTANT | WORK STUDY: TEACHER ED DEPT. | 2015-17

Duties include scanning, filing, and handling confidential paper work, helping with IT necessities such as editing and maintaining their school website and front desk welcome presentation board, and handling side projects such as helping with applications, research for staff, or creating a site for them to share their files from past years.

Internship Experiences

RECON Environmental Inc. | 2010-14

Responsibilities

- Organized field documents to maintain efficient filing system in support of company-wide project management.
- Managed intern Outlook calendar for ease of coordinating outings/workshops with RECON staff.
- Was a supportive and engaging field buddy on various field surveys by:
- Complying with field expectations to ensure that goals for the day are met.
- Contributing rigorous labor as part of a team.
- Asking questions and getting to know colleagues.
- Collecting samples or doing specified instructed duties.

Impacts

- Contributed to surveys dedicated to the protection of threatened/endangered animals such as the Fairy Shrimp, Arroyo toad, and Least Bell's Vireo.
- Assisted in the identification and removal of the invasive plant yellow starthistle (*centaurea solstitialis*) and invasive weed stinkwort (*dittrichia graveolens*) at restoration project sites
- Further developed essential job skills specifically time management and teamwork.

OCEAN DISCOVERY INSTITUTE PROGRAM | 2010-14

- **Youth Advisory Council (2011-14)** – A non-paid internship through Ocean Discovery in which we input ideas towards our future Living Lab that will be built in the community of City Heights
- **Science Adventures Internship (2011-12)** - A non-paid internship through Ocean Discover in which we went out to the farmers market of the community and taught science lessons about ROV's.

- **Sea Semester Internship (2012)** - A non-paid internship through Ocean Discovery in which we engaged incoming middle school students in science through hands on lessons and field trips.
- **Science Empowering Students Internship (2012-14)** - It is a paid internship through Ocean Discovery in which we give science based lessons to our middle school students focusing on a different criteria per year.

Skills & Abilities

COMMUNICATION

- US Science and Engineering Festival Presentation in Washington D.C. (2012) – Was nominated to represent the Science Adventure Interns and presented our hands on lesson about DNA identification and how scientist use DNA to find new related species of animals.
- Report to the Community Research Presentation (2011) – Presented with my colleagues on our scientific research on marine bycatch over the summer of 2011 to the community of City Heights, respected scientist, teachers, families and friends in San Diego, California.

LEADERSHIP

- Helped lead multiple local canyon clean ups and restoration tours in my hometown through a non-profit organization named Ocean Discovery Institute.
- In charge of a group of kids as part of the SES and Sea Semester internships.

Soft Skills

- Bilingual: Spanish and English
- Punctual
- Excellent Speaker
- Patient
- Friendly
- Reliable
- Organized
- Hard worker

Current Job References

Gina Reynoso (Supervisor/Administrative Support Coordinator at Teacher Ed Dept.)
 Email: greynoso@csumb.edu Phone: (831) 582-3639

Cathi Draper Rodriguez (Boss/Teacher Ed Department Chair)
 Email: cdraperrodriguez@csumb.edu phone: (831) 582-3652