

Rolando Munos

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WORK EXPERIENCE

San Jose City College

San Jose, CA

Office Assistant

Sept 2025 – Present

- Organized and maintained records of syllabi and contracts, ensuring access and compliance for admin.
- Implemented processes for faculty evaluations, leading to reduction of manual tracking.
- Trained student workers on quality service, creating training materials to guide future workers.

California State University, East Bay

Hayward, CA

Information Technology Intern

Jan 2025 – May 2025

- Resolved student-facing IT tickets; improved form accessibility through testing and documentation.
- Collaborated on BaySync system enhancements aligned with ASI and university requirements.
- Supported student-related Campus BaySync forms (Change of Officer, Grad Petitions).

Chabot-Las Positas Community College District

San Jose, CA

CyberCamp Teaching Assistant

May 2024 – July 2024

- Participated in weekly training sessions, contributing to the development of instructional and engagement.
- Served as College Ambassador; advised participants on opportunities of academic and dual enrollment paths.

LEADERSHIP

Associated Students, Inc.

Hayward, CA

VP Internal Affairs

May 2025 - Present

- Collaborated with college senators and Academic Senate on shaping policy in issues affecting students.
- Implemented outreach efforts through creation of marketing material, and training for student leaders.
- Contributed to policies on AI usage, student commuting, and undocumented student support.

Senator of Science

Mar 2025 - May 2025

- Worked with college deans to bridge communication gaps and address student issues across the department.

EDUCATION

California State University, East Bay

Hayward, CA

B.S Computer Science

Aug 2024 – May 2026

San Jose City College

San Jose, CA

A.S. Computer Programming

Aug 2018 – May 2023

PROJECTS

Non-profit Assistance Form

Hayward, CA

HPN Front-End Web Developer

SP 2025

- Designed and developed a responsive intake form to streamline assistance from Hayward partnerships services.
- Connected to Salesforce for system for notify partners, and maintained logging status of assistance received.
- Maintenance of website compliance, and information to general public.

Student Government Website Redesign

San Jose, CA

ASG Web developer

FA 2023

- Redesigned the SJCC student government site for mobile use and improved content organization.