

Rolando Munos

rolandomunoz55@gmail.com ♦ (408) 396-0605 ♦ linkedin.com/in/rolmun/

WORK EXPERIENCE

San Jose City College	San Jose, CA
<i>Office Assistant</i>	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
<i>Information Technology Intern</i>	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
<i>CyberCamp Teaching Assistant</i>	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
<i>VP Internal Affairs</i>	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.	
<i>Senator of Science</i>	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
<i>B.S Computer Science</i>	Aug 2024 – May 2026
San Jose City College	San Jose, CA
<i>A.S. Computer Programming</i>	Aug 2018 – May 2023

PROJECTS

Non-profit Assistance Form	Hayward, CA
<i>HPN Front-End Web Developer</i>	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
<i>ASG Web developer</i>	FA 2023
▪ Redesigned the SJCC student government site for mobile use and improved content organization.	